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A POLITICAL PRIMER

OF

NEW YORK CITY AND STATE

The City under the Revised Charter of 1902

BY

ADELE M. FIELDDE

The riches of the Commonwealth
Are free, strong minds and hearts of health;
And more to her than gold or grain
The cunning hand and cultured brain."

WHITTIER

NEW YORK

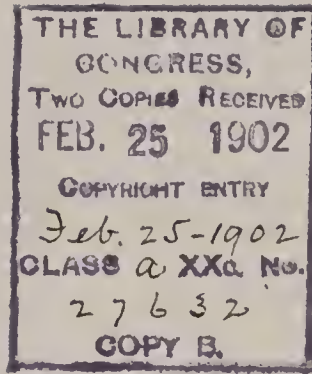
THE LEAGUE FOR POLITICAL EDUCATION

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PREFACE

Changes wrought by the Charter Revision Commission and the State Legislature of 1901 in the charter of the Greater City of New York have made it necessary to revise the Political Primer published for the author by the Macmillan Company in 1897, setting forth methods of administering the municipal government from January 1st, 1898, to January 1st, 1902. On the latter date the city legislature, which had for four years been composed of two houses, was displaced by a single body, the Board of Aldermen; the term of the Mayor and of the Comptroller was changed from four to two years; the Mayor's power of removing certain public officials appointed by a Mayor was extended from six months to his entire term; the Board of Public Improvements, the Departments of Sewers, of Highways, of Buildings, and of Public Buildings, Lighting and Supplies were abolished and a Tenement-House Department was created; the Bureau of Elections was removed from the Police Department and became a separate body; the powers and duties of the Presidents of Boroughs as well as of the Local Boards of Improvement were greatly increased; the borough School Boards were abolished; the tenure of office

for employees of the city was altered, and most of the working force became subject to civil-service law.

The author is indebted, for valuable suggestions or information, to Prof. Frank J. Goodnow, of the Charter Revision Commission, to George Haven Putnam, Esq., to Robert Erskine Ely, Esq., to Henry Welsh, deputy clerk of the Court of General Sessions, and to A. C. Allen, Chief Clerk of the Board of Elections. By the courtesy of Wm. C. Hunt, Chief Statistician of Population in the Census Office at Washington, the author has been able to insert results of the latest enumeration of the people of New York City, and these may be found on page 104.

A. M. F.

New York, January, 1902.

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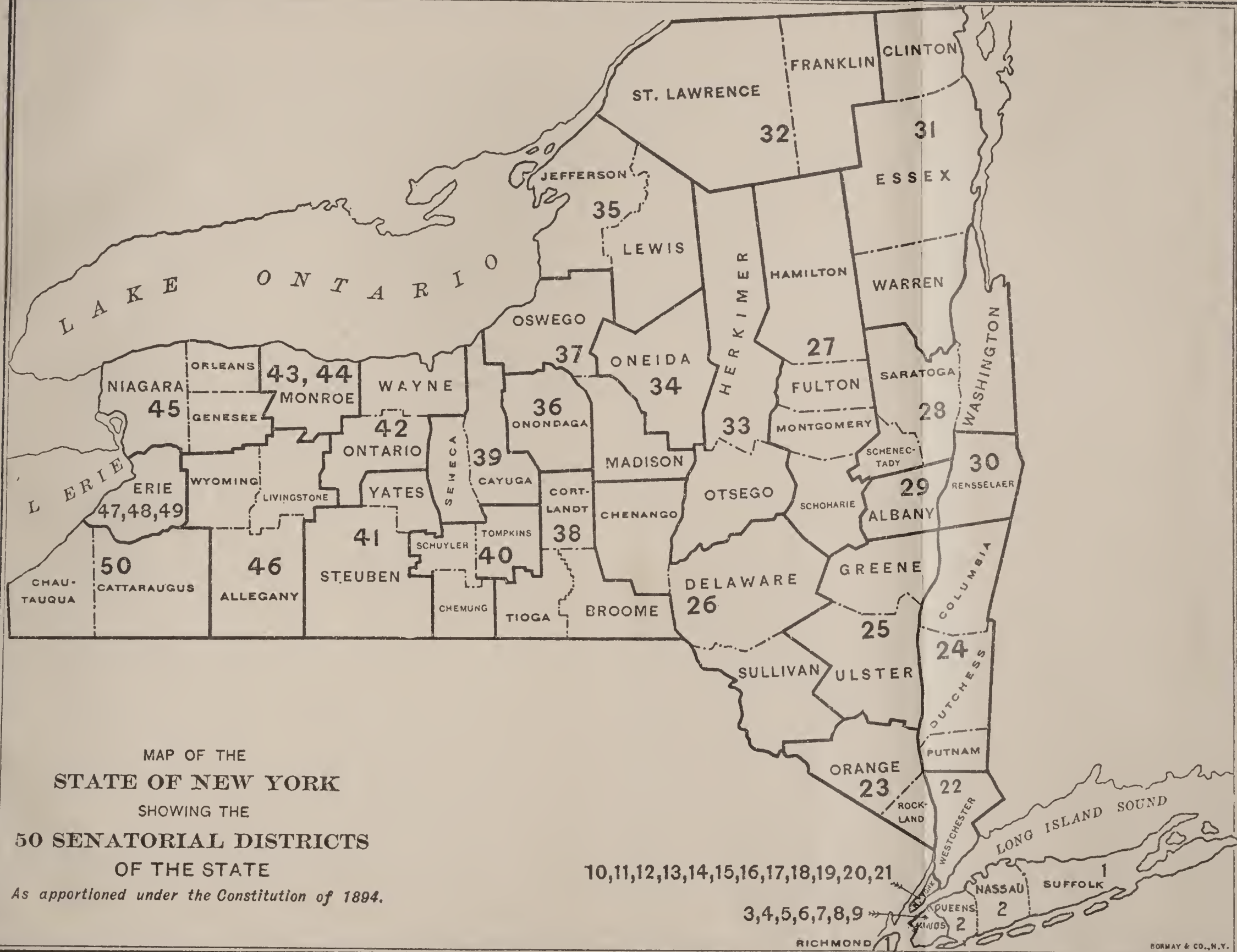
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A POLITICAL PRIMER
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How does New York compare with other States of the Union?

The Empire State is the most populous of the forty-five, having more than seven millions of inhabitants. It also stands first in the value of its manufactures, and in the amount of its dairy products. Its commerce is in large part that of the nation.

Is it one of the largest States?

Twenty-five of the States are larger; and it is only one-fifth as large as Texas, the largest of the States. Its greatest extent is 312 miles from north to south, and 412 miles from east to west, including Long Island. Its total area is about 50,000 square miles.

What are its natural features?

It is diversified everywhere with forests, pastures, arable fields, lakes, and rivers. Its longest river, the Hudson, is navigable 151 miles from the ocean. Its highest mountain, Mt. Marcy, is 5400

feet high. Its largest internal lake, Cayuga, is 38 miles long.

The latitude of the State is from $40^{\circ} 29' 40''$ N. to $45^{\circ} 0' 42''$ N.

Is its soil fertile?

One-half its area is adapted to cultivation.

Is it a wealthy State?

It is the richest State of the richest country in the world, and contains about one-eighth of the total wealth of the nation.

What of its people?

About $72\frac{1}{2}$ per cent. are native-born whites; 26 per cent are foreign-born whites; and $11\frac{1}{2}$ per cent. are of the colored races, including 5300 Indians. There are over two million males of voting age, and of these $38\frac{1}{2}$ per cent. are foreign born. There are over two million children of school age, of which 12 per cent. are foreign born and 43 per cent. have foreign-born parents. The female population exceeds the male population by forty thousand.

What is the nativity of the foreign-born?

Germans are about 31 per cent; Irish, 30 per cent; English, Scotch, and British American, 17 per cent; Russians and Poles, 5 per cent; Italians, 4 per cent; and the other 13 per cent is made up of Scandinavians, French, and every other nationality.

Are the people generally educated?

Of the native white population over ten years of age, 2 per cent are unable to read and write; of the foreign-born white population 13 per cent, of the colored population 18 per cent, and of the total population 5 per cent, are unable to read and write.

How does New York compare with other States in this matter of illiteracy?

Connecticut and twelve Western States have a lower rate of illiteracy. The average for the whole United States is 13 per cent. New York has a lower rate than any European country, except Scandinavia with its 3 per cent, and Germany with its 4 per cent of illiterates.

What is a county?

It is a subdivision of a State, and is formed chiefly for the despatch of judicial and financial business. It has no legislative function. All the States have these subdivisions, called counties in all except Louisiana, where they are called parishes.

Ten counties of New York State: Albany, Dutchess, Kings, New York, Orange, Queens, Richmond, Suffolk, Ulster, and Westchester, were erected Nov. 1, 1683. The latest was Nassau, erected from the eastern part of Queens, Jan. 1, 1899, and the others were formed between the two

dates given. Counties are erected and their boundaries changed at the will of the Legislature.

The counties vary greatly in their area and their population. Each contains a county seat in which the court-house is situated.

What are the county officers?

1. In all the counties except New York, where there is a City Court and a Court of General Sessions, there is a County Judge, who is chosen by the electors of the county and whose term of office is six years. His salary is fixed by law and paid from the county treasury. The judge acts as surrogate and administers the estates of deceased persons if there be no surrogate in the county. He holds county courts in his own county only, unless requested to hold court in another county by the judge of such other county.

The jurisdiction of the County Court includes most of the actions relating to real property situated in the county, and actions to recover money where the sum does not exceed \$2000. It acts in concurrence with the Supreme Court of the State in its jurisdiction over the persons and property of residents of the county who are lunatics, idiots, or habitual drunkards.

In counties where the business requires it, there may be more than one County Judge, and Kings County has two.

2. Counties having a population exceeding forty

thousand may, and usually do, elect a Surrogate whose court is concerned entirely with the estates of decedents. The surrogate's term of office is six years, excepting in New York County, where there are two surrogates with terms of fourteen years. No county judge nor surrogate may hold office longer than until the last day of December next after he is seventy years of age.

New York, Kings, and Queens County have each a special county officer, the Public Administrator, whose duty is to take charge of the goods of all persons dying intestate within the county.

Intestacy is presumed until a will is proven. The Public Administrator takes charge of the effects of persons dying at quarantine or as passengers by sea, of lodgers dying in hotels and boarding-houses, or deceased domestic servants, and he may administer the estates of any whose relatives do not exercise a prior right. If the property exceeds \$100 in value, he gives notice to the Surrogate.

3. There are likewise elected in each county a District Attorney, Sheriff, Clerk, Treasurer, and Coroners, with the exception that in New York City the Comptroller is the Treasurer for all the counties included in the city, and that Coroners are elected in boroughs. Kings, New York, and Westchester counties also have each a Register of Deeds. Most of the counties have from one to five Superintendents of the Poor. These officers

all hold office for three years, except in counties included in New York City, where their terms of office are two or four years.

4. In those counties in which the original form of county administration has not been largely superseded by a city government, there is a Board of Supervisors, consisting of one member from each township and ward in that county. In most of the counties the Supervisors are annually elected, but in some they are elected for two years. The board has stated meetings for the settlement of its accounts, the apportionment of taxes, and the regulation of county affairs. It appoints a few minor officers.

The board may divide or alter townships, or erect new ones, when such changes do not place parts of the same township in two Assembly districts. They have power to lay out new highways within the county, to estimate the amount of taxation needed to defray county expenses, and to apportion the county tax among the towns and cities in which it is to be levied.

Each Supervisor represents his township or ward in the board. He is *ex officio* an overseer of the poor in his town, and a general manager of the business of his township, as well as member of the County Board.

Are the counties of equal political importance?

The counties, as such, have no representation in the State Legislature. New York County is

the smallest, and has the largest population. St. Lawrence is the largest. Hamilton is next to the largest, and has the smallest population.

What is a township?

It is, in rural portions of this State, the unit of local administration within the county. In the rural districts the township is the smallest local circumscription, its largest group of houses being often a village. The number of townships in a county varies from six in Hamilton to thirty-three in Steuben.

How is a township governed?

It is governed by an assembly of all qualified voters resident within its limits, meeting at least once a year, on a day fixed by the Board of Supervisors, and made uniform throughout the county. The meeting is held in the town hall, a church, or other appointed place. Notice is required to be given at least ten days previously of the hour and place of meeting, and of the business to be brought forward. Any elector may introduce motions or take part in the discussions. The meeting has power of electing local officers, enacting ordinances, regulating local affairs and determining what money shall be spent by the town in local improvements. Its powers cover the management of the town lands and other town property, and all local matters whatsoever.

What are the town officers?

There are elected by ballot in each township not excepted by statute, a Supervisor, Town Clerk, three Assessors, a Collector, two Overseers of the Poor, one or three Commissioners of Highways, four Justices of the Peace, Constables not exceeding five, and four Inspectors of Election to each election district. Assessors and Commissioners of Highways are elected for three years, Justices of the Peace for four years, and most of the other officers for one year. All are paid by fees or by a per diem compensation for the time employed.

Towns are divided into School Districts, within each of which are chosen one or three School Trustees, a Clerk, a Collector of the School-tax, and a Librarian. The School Trustees are elected for three years, the other school officers for one year. There are about twelve thousand school districts in the State. The interests of the public schools are also looked after by School Commissioners, of which at least one is elected in each Assembly District, except in the large cities. This Commissioner serves for three years and is paid from the county treasury.

Are laws made at town meetings?

Only purely local regulations are there established, and all regulations there made must be consistent with State laws and statutes.

Who makes the laws of the State?

The members of the State Legislature at Albany, the capital. The Legislature is composed of two Houses, the upper, the Senate; the lower, the Assembly.

How is the Senate made up?

It consists of fifty men, each of whom is elected within a Senate District in an even-numbered year. The term of office for a Senator is two years, and the annual salary \$1500, with an allowance of one dollar for every ten miles traveled in going to and returning from the place of meeting once in each session. A Senator may, during his term, hold no other civil office whatsoever.

The Senate convenes every year the first Wednesday in January, and remains in session three or four months.

How large is a Senate District?

That depends on the density of its population. Once in ten years, in May and June of the years ending in 5, there is an enumeration of the people, and at the first regular session thereafter the Legislature may change the boundaries of the Senate Districts, so that each district shall approximately include one-fiftieth part of the inhabitants of the State.

The Senate Districts must consist of contiguous territory, and no county can be divided except to make two or more Senate Districts wholly

within the county. Some Senate Districts contain four counties, while the densely populated county of New York contains twelve Senate Districts. The boundaries of the Senate Districts will remain as they now are until after the State census of the year 1905. These boundaries are described in the Revised Constitution of New York, Article III, Section 3. The Senate Districts are numbered, the numbers beginning with 1 at the southeastern corner, and ending with 50 at the southwestern corner of the State.

Should more than half the inhabitants of the State move into one county, would that county elect a majority of the Senators?

The State Constitution declares that no county shall have more than one-third of all the Senators; and no two adjoining counties shall have more than one-half of all the Senators.

Are women represented in the Senate?

They are included in the enumeration of the people, as are children of both sexes, and all persons other than aliens. The ratio for apportioning Senators is obtained by dividing the total number of inhabitants, excluding aliens, by fifty.

Where does the Senate hold its sessions?

In the Senate Chamber of the Capitol. It is presided over by the Lieutenant-Governor.

Describe lower House of the Legislature at Albany.

The Assembly is composed of one hundred and fifty members, each of whom is elected within an Assembly District. Assemblymen are elected annually, with the same salary and the same allowance for traveling expenses as Senators. The Assembly sits in the Assembly Chamber of the Capitol, and at the same time as does the Senate. Neither House can adjourn for more than two days without the consent of the other.

The presiding officer of the Assembly is elected by the members from among their own number.

Any bill may originate in either House of the Legislature, and all bills passed by one House may be amended in the other.

How are the Assembly Districts erected?

The Legislature apportions to each county its number of members, and the Boards of Supervisors divide the Senate Districts into their respective Assembly Districts. The Assembly Districts must be of contiguous territory, and as nearly equal in population as possible. The boundaries of the Assembly Districts must not overlap the Senate District boundaries, nor the county boundaries. Any county with less than a ratio and a half of population is made one district, and at least two are created in other counties. Every county, with exception of Hamilton, which elects with Fulton, has at least one representative in the assembly.

No change can be made in the representation of counties between the periods fixed by the State Constitution for the apportionment based on the census taken in years ending in 5. But the boundaries of Assembly Districts within any county may be altered within such period. The Assembly Districts are numbered within each county.

How many Assembly Districts are there in the county of New York?

There are thirty-five. The boundary of each, like the boundary of each Senate District, is usually the middle of the street when not a water line.

How many Assembly Districts are there in the county of Kings?

There are twenty-one, known each by its number.

How many Assembly Districts are there in Queens and in Richmond counties?

There are three in Queens County, and one in Richmond County.

Do the sixty Assemblymen from these four counties represent all of New York City?

No; a portion of the First and of the Second Assembly Districts of Westchester County east of the Bronx River is included in New York City, by its northern boundary-line.

When are all Senators and Assemblymen elected?

On the first Tuesday after the first Monday in November. Election day in this State is a legal holiday.

How can one ascertain the name of the Senator and the Assemblyman who represent one's own Senate District and Assembly District?

Write to the "Secretary of State, Albany, New York," and ask for a printed list of the members of the Legislature. One need not enclose postage-stamps when writing to State officials, as the State supplies stamps for the reply.

How does one address a member of the Legislature?

In writing to a member of the Legislature address him, at Albany, thus, for example: "Hon. Blank J. Blank, Senator, Albany, New York;" "Hon. John B. Roe, Member of Assembly, Albany, New York." An Assemblyman or Senator has easy access to all the departments during the session of the Legislature, and can get for you copies of bills in which you are especially interested.

If you get, through your representative in the Legislature, or through the Secretary of State, the "Legislative Manual" for the current year, you can gain from it much detailed information concerning the State officers.

What are the functions of government?

They are legislative, executive, and judicial; the legislative department makes the laws; the executive department carries the laws into effect; the judicial department interprets and applies the law in specific cases.

The State Legislature has no function other than the making of laws, though it participates in an executive act when advising the Governor concerning appointments made by him; and it exercises a judicial function in impeachment trials. The laws made by it must not contravene Federal laws, nor the United States Constitution, nor the State Constitution.

Who are the chief executive officers of this State?

The following officers are elected by the voters of the State on the Tuesday succeeding the first Monday in November, in the even years. They enter upon the duties of office on the first day of the following January. They all hold office for two years and reside during that time at Albany.

1. The highest officer of the State is the GOVERNOR, whose annual salary is \$10,000, with the use of a furnished executive mansion. No person is eligible to the office except a citizen of the United States not less than thirty years of age, who, for the five years next preceding his election, shall have been a resident of the State.

He is Commander-in-Chief of the military and naval forces of the State. During the session of the Legislature he has power to veto any bill passed by that body, but if two-thirds of the members elected to each House vote to pass a vetoed bill, the same becomes a law.

2. The next executive officer is the **LIEUTENANT-GOVERNOR**, whose salary is \$5000, and who is eligible under the same conditions as is the Governor. If the Governor be disabled, the powers and duties of his office devolve upon the Lieutenant-Governor.

3. The **SECRETARY OF STATE** is keeper of the State archives. He superintends the publication and distribution of laws; issues patents for lands, commissions, pardons, and licenses, and notices of elections. He appoints a deputy and necessary clerks, and his salary is \$5000.

4. The **COMPTROLLER** manages the funds of the State and superintends the collection of its taxes. His salary is \$6000, and he is allowed a deputy, a second deputy, and necessary clerks.

5. The **TREASURER** is the custodian of all moneys paid into the State treasury. His salary is \$5000, and he is allowed a deputy and clerks.

6. The **ATTORNEY-GENERAL** is the law officer of the State. His salary is \$5000, and he is allowed three deputies and clerks.

7. The **STATE ENGINEER AND SURVEYOR** has duties relating to the public lands and canals.

His salary is \$5000, and he appoints a deputy and clerks.

Besides these elected officers, with their large staff of salaried deputies and clerks, the following are appointed by the Governor with the advice and consent of the Senate:—

(a) A SUPERINTENDENT OF PUBLIC WORKS, with salary of \$6000, who has charge of the repair and navigation of the canals, and of special improvements authorized by acts of the Legislature, and who holds office until the end of the term of the Governor who appointed him; (b) the STATE HEALTH COMMISSIONERS, who hold office for three years without compensation, and who are members of the State Board of Health, taking cognizance of the interests of health among the people of the State, investigating the causes of diseases, the physical effects of employments, the adulteration of foods, drugs and liquors, and keeping the vital and sanitary statistics of the State; (c) a SUPERINTENDENT OF INSURANCE, with a term of three years and a salary of \$7000, who supervises the insurance companies transacting business in the State; (d) a SUPERINTENDENT OF BANKING, with a term of three years and a salary of \$7000, who supervises and examines banks and loan associations operated under State laws; (e) the STATE BOARD OF CHARITIES, having twelve members, one from each judicial district of the State, with one additional member from the

County of Kings and three from the County of New York, with terms of eight years, a per diem compensation of \$10 when engaged in the work of the board or its committees, and the amount of all contingent expenses; (f) eight COMMISSIONERS OF PRISONS, with terms of eight years, with compensation the same as in the State Board of Charities, and with the duty of inspecting all places of detention for men charged with or convicted of criminal offenses; (g) a SUPERINTENDENT OF STATE PRISONS, with a term of five years and a salary of \$6000, having supervision of all the State prisons, the appointment of agents and wardens and the regulation of discipline therein; (h) three RAILROAD COMMISSIONERS, with terms of five years, salary of \$8000, and the duty of cognizance as to the manner in which all railroads in the State are maintained and operated with reference to the security and accommodation of the public; (i) three TAX COMMISSIONERS, with terms of three years, salary of \$2500 and allowance for contingent expenses, who must officially visit every county in the State at least once in two years and inquire into methods of taxation and furnish local assessors with instruction, information, and forms; (j) a COMMISSIONER OF AGRICULTURE, with term of three years, salary of \$4000, and power to appoint a Director of Farmers' Institutes, five experts for the inspection of butter and cheese factories, and agents to

examine and report upon the farm and dairy products and interests of the State; (k) five COMMISSIONERS OF FISHERIES, GAME, AND FORESTS, with terms of five years, and salaries of \$3000 or \$2500, to have charge of the fish-hatching establishments, the shell-fish industry and the forest lands of the State; (l) a COMMISSIONER OF LABOR, with term of four years and salary of \$3500, whose duty it is to appoint and supervise deputies who shall inspect factories and see that the laws applying thereto are complied with; shall proceed to the locality in which strikes or lockouts occur and endeavor to effect an amicable settlement; and shall collect and assort statistics relating to all departments of labor in the State; (m) three CIVIL SERVICE COMMISSIONERS, with terms not fixed by statute, salary of \$2000, and the duty of aiding the Governor in the preparation of suitable rules with which to test by practical and competitive examinations the capacity and fitness of applicants for employment in the public service of the State, and in civil divisions of the State other than cities, to the end that appointment and promotions may be made on the basis of merit and competition, and with power to appoint an examiner, and to approve or disapprove the civil service regulations prescribed by the mayors of cities; (n) an EXCISE COMMISSIONER, with term of five years, salary of \$5000, power to issue liquor-tax certificates and collect pay therefor, and to

appoint one general deputy and five special deputies, one for the County of Erie, one for the borough of Manhattan, one for the borough of Brooklyn, one for the borough of the Bronx, one for the boroughs of Queens and Richmond; (*o*) an INSPECTOR OF GAS METERS, resident in New York, with term of five years, salary of \$5000, duty of examining, proving, and stamping if approved, all meters for measuring gas, and with power to appoint two deputies to respectively reside in Albany and in Buffalo; (*p*) an INSPECTOR OF ONONDAGA SALT SPRINGS, with term of three years, salary of \$1500, and the duty of supervising the salt works on the Salt Springs Reservation; (*q*) a STATE ARCHITECT, with a salary of \$7500, who may be removed at the pleasure of the Governor, and who acts as architect of all buildings constructed at the expense of the State; (*r*) three COMMISSIONERS OF LUNACY, with term of six years, salary of \$7500, \$5000, and \$3500 respectively, and jurisdiction over institutions for the care and treatment of the insane; (*s*) a STATE HISTORIAN, whose duty it is to collect and prepare for publication all official records relating to this State; (*t*) three COMMISSIONERS TO REVISE THE STATUTES OF THE STATE, with salary of \$3000; (*u*) three COMMISSIONERS OF QUARANTINE, with term of three years and salary of \$2500, who have custody of the quarantine establishment of the port of New York, and make rules

for its government; (*v*) a HEALTH OFFICER OF THE PORT OF NEW YORK, a physician of ten years' experience, with term of four years and salary of \$12,500, who superintends the quarantine establishment, appoints deputies, nurses, boatmen and other employees, and acts in conjunction with the Commissioners of Quarantine; (*w*) nine PORT WARDENS, who hold office for three years, and one special Port Warden, who holds office for two years, whose compensation is provided from fees collected from ship-owners, and who have cognizance of all matters relating to damaged or distressed vessels in the port of New York.

Most of the Commissioners and the Boards have secretaries, clerks, stenographers, and other assistants, appointed by themselves, and composing a considerable staff.

The Governor likewise appoints Trustees of State Hospitals and Asylums for the insane and the feeble-minded; managers of State Reformatories, Houses of Refuge, the Craig colony of epileptics, Asylums for Indian children, and agents for the five tribes of Indians living in the State. He also appoints a number of officials and boards for whose appointment the advice and consent of the Senate are not required.

The Senate and Assembly by joint ballot elect the STATE SUPERINTENDENT OF PUBLIC INSTRUCTION. His term is three years, and his salary

\$5000. He appoints two deputies and necessary clerks.

Besides the cost of the administrative department, what other fixed charges are there upon the State treasury?

There are the State Charitable Institutions and Hospitals; the Public Schools; the Judges' salaries and Court expenses; the State prisons and their maintenance; the National Guard, including arsenals and armories; the care and maintenance of the Capitol, and the Legislature, including its printing.

For items of expenditure during the last calendar year, one may write to "The State Comptroller, Albany, New York," asking for his latest printed annual report.

How is the money for meeting these expenditures obtained?

By taxation of movable or personal property and immovable or real property, together with the corporation tax, succession tax, and liquor tax. To the State tax are added the county tax and the town or ward tax, beside the taxes for local purposes.

First valuations are made by local assessors and returned by them to the county officers. The county officers transmit to the State Comptroller the aggregate assessments of real and personal property for the county. From the data furnished

by the Comptroller the Legislature fixes annually the rate of taxation for State purposes which shall be collected from real and personal property. The State Comptroller determines the quota of the State taxes to be collected by the several counties and paid to the State Treasurer. The sum so fixed must be paid by the counties.

Within each county the county tax is added to the amount to be paid to the State, and each town or ward is required to pay its quota according to the amount assessed.

Then within the townships or cities or villages, the amount to be paid the county is increased by the local tax.

Real and personal property is taxable at uniform rates, through the medium of the local authorities.

Individuals are not required to furnish statements in regard to their personal property, but they are notified of the amount fixed by the assessor, and are given opportunity to show if it is too high. Debts may be deducted from the assessed valuation of property. The laws concerning taxation are very complex, and it is possible for the same property to be taxed thrice over, or for property to escape taxation altogether, without manifest illegality. It is easier to escape taxation in the city than in rural districts.

Do the people of this State live chiefly in cities?

New York State includes 41 incorporated cities and villages with a population of 10,000 and upwards, and 225 incorporated cities and villages with a population of from 1,000 to 10,000.

Mention several cities of the State in the order of their size, and give their population in June, 1900.

New York, 3,437,202; Buffalo, 352,387; Rochester, 162,608; Syracuse, 108,374; Albany, 94,151; Troy, 60,651; Utica, 56,383; Yonkers, 47,931; Binghamton, 39,647; Elmira, 35,672; Schenectady, 31,682; Auburn, 30,345.

Under what government do cities exist?

Municipal governments are provided by law for cities and villages, securing to them separate officers and tribunals for the management of their corporate affairs, and giving them privileges varying with their respective charters from the State government. Their charters must be consistent with the Constitution of the State.

Describe the city of New York.

Its greatest length is 35 miles from Mount St. Vincent to Tottenville; its greatest width is 19 miles, from the North River at West 14th Street, to the inlet between Far Rockaway and Shelter Island; and its area is 308 square miles. It is the second city of the world in population, only

London having more inhabitants. Its population is greater than that of any of the States, except Pennsylvania, Illinois, and Ohio, and is as great as the total white population of the 13 original States in 1790.

It includes the whole of the four counties of New York, Kings, Queens, and Richmond, and the southern end of Westchester County, with the rivers, and the harbor, extending to low-water mark on the New Jersey shore.

Describe the Boroughs of New York.

The city is divided, for administrative purposes, into five boroughs. These boroughs were first named as such by the charter signed by the Governor, May 4, 1897. That charter added Brooklyn, Queens, and Richmond boroughs to the city of New York, divided New York County into two boroughs, Manhattan and the Bronx, and became effective on January 1, 1898.

The BOROUGH OF THE BRONX is bounded on the north by Westchester County, on the east and south by Long Island Sound, and on the west by the Harlem and Hudson rivers. It includes the islands on its eastern side. Its northern boundary, which is the northern boundary of the city, runs just south of the city of Yonkers and the city of Mount Vernon, and then runs straight to the middle of the channel between Hunter's Island and Glen Island.

The greater part of this borough, with that of

MAP OF
NEW YORK CITY
 SHOWING ITS FIVE BOROUGHES,
MANHATTAN, THE BRONX,
BROOKLYN, QUEENS
 AND
RICHMOND

*As under Charter approved by the Governor,
 May 4th, 1897.*



Manhattan, forms the county of New York, the most populous county of the State.

That portion of the borough lying east of the Bronx River is in Westchester County. It is called the Annexed District, having been included in New York city in 1895.

The BOROUGH OF MANHATTAN is bounded on the north by Harlem River, which separates it from the borough of the Bronx; on the east by East River, which separates it from Queens and Brooklyn, on the south by New York Bay, and on the west by the Hudson River. It is chiefly an island $13\frac{1}{2}$ miles long, and $2\frac{1}{4}$ miles wide in its widest part, at 14th Street. This borough includes Randall's, Ward's, Blackwell's, Governor's, Bedloe's, Ellis, and Oyster islands.

The BOROUGH OF BROOKLYN is the county of Kings. It is bounded on the north by East River and the borough of Queens, on the east by the borough of Queens and Jamaica Bay, on the south by the Atlantic Ocean, on the west by Gravesend Bay, the Narrows, and New York Bay. Kings County is the second county in the State in population.

The BOROUGH OF QUEENS is the county of Queens and is bounded on the north by the East River and Long Island Sound, on the east by Nassau County, on the south by the Atlantic Ocean, and on the west by the borough of Brooklyn and the East River.

THE BOROUGH OF RICHMOND is the county of Richmond, which is Staten Island. It is bounded on the north by the Kill von Kull and New York Bay, on the east by the Narrows and the Lower Bay, on the south by Raritan Bay, and on the west by Arthur Kill.

The population of Manhattan in June, 1900 was 1,850,093; of Brooklyn, 1,166,582; of Bronx, 200,507; of Queens, 152,999; of Richmond, 67,021.

The area of Queens is about 128 square miles; of Brooklyn, 61; of Richmond, 57; of Bronx, 43; of Manhattan, 20.

When are the city officers elected in the five boroughs?

In the odd-numbered years, on the Tuesday after the first Monday in November. They assume the duties of their respective offices at noon on the first day of the following January, and most of them serve two years.

The Mayor, the Comptroller, and the President of the Board of Aldermen are chosen by plurality vote of the voters of the whole city. The Borough Presidents are chosen by plurality vote of the voters in their respective boroughs. Aldermen are chosen each in an aldermanic district, and county officers are chosen in their respective counties. Each officer represents the people of the area wherein he was elected.

What determines methods of legislation and administration in New York City?

Its revised charter, which took effect January 1, 1902.

What is the chief legislative body?

THE BOARD OF ALDERMEN, whose meetings are held publicly in the City Hall on the first Monday in January, and at least once in every month other than August and September. The times of its stated meetings are determined by itself. The Mayor may at any time call a special meeting.

Whenever the Mayor is prevented from attending to the duties of his office, the President of the Board of Aldermen acts in his stead, but has no power of appointment or removal unless the disability of the Mayor shall have continued thirty days; nor power to sign, approve or disapprove any ordinance unless the Mayor's disability shall have continued nine days. In the absence of the President, the board elects one of its members as presiding officer. The President's salary is \$5000.

Members are elected to the Board of Aldermen, one from each of the 73 aldermanic districts within the city. Any citizen who is a resident of the city is eligible for election in any one of the aldermanic districts. He may hold no other office under the city, nor be its employee in any capacity. His salary is \$1000 a year.

THE ALDERMANIC DISTRICTS are identical with the Assembly Districts existing January 1, 1901, with the following exceptions: in New York County the 34th has been divided into two, putting the portion below the Harlem River into Manhattan, and the 35th has been divided into four, while the annexed portion of Westchester County constitutes two; in Manhattan, the 21st, the 23d, and the 31st have each been divided into two; in Brooklyn the 7th has been divided into two; in Queens, the 1st and the 2d have each been divided into two; and Richmond has been divided into three. Of the 73 aldermanic districts of the city, Manhattan has thirty-seven, Brooklyn twenty-two, Bronx seven, Queens four, and Richmond three.

Vacancies in the Board are filled for the unexpired term by an election by a majority of all the members elected thereto, of a person of the same political party as the member whose place has become vacant.

The head of any department of the city government is entitled to a seat in the Board of Aldermen, and must attend its sittings whenever required by it and answer all questions put to him by any member concerning the affairs of his department, provided he shall have received forty-eight hours' previous notice thereof. He may participate in the discussions of the Board, but has not the right to vote on the questions before it.

Every ordinance or resolution of the board is duly certified and presented to the Mayor, who returns it within ten days, or at the next meeting of the Board of Aldermen after the expiration of said ten days. If he approves it, he signs it. If he disapproves it, he returns it with a written statement of his objections. Should he not return it within the specified time, it takes effect as if he had approved it. In case of disapproval, the Board of Aldermen must, within fifteen days after such ordinance or resolution shall have been returned to it, proceed to reconsider the same, and if it be again passed by a vote of at least two-thirds of all the members of the board, it takes effect, unless the ordinance or resolution involves the expenditure of money, the creation of a debt, or the laying of an assessment, in which case a three-fourths vote of all the members of the board is required to pass it over the Mayor's veto, or unless it involves the grant of a franchise, in which case the Mayor's veto is final.

A quorum of the board is a majority of all its members.

Who acts as Secretary of the Board of Aldermen?

The City Clerk, who is appointed by the Board of Aldermen, who holds office for six years, and whose salary is \$7000. It is his duty to prepare a statement of the proceedings at every meeting of the board, and to furnish the same for publica-

tion in the "City Record." He also has charge of all the papers and documents of the city, except such as are by law committed to the keeping of the departments, or of other officers.

Who is the chief officer in the borough?

The BOROUGH PRESIDENT, who must be a resident of his borough at the time of his election and throughout his term of office. The salary of the Presidents of the boroughs of Manhattan, Brooklyn and the Bronx is \$7,500 a year, and that of the Presidents of Queens and Richmond is \$5000 a year.

A vacancy in the office of President of a borough is filled for the unexpired term by election; a majority vote of all the members of the Board of aldermen then in office and representing said borough being required therefor.

The powers of the President are considerable and his duties are varied. Section 383 of the Charter says:

He shall, within the borough for which he shall have been elected, have cognizance and control:

1. Of regulating, grading, curbing, flagging and guttering of streets and laying of crosswalks.
2. Of constructing and repairing public roads.
3. Of paving, repaving, resurfacing and repairing of all streets, and of the relaying of all pavements removed for any cause.
4. Of the laying or relaying of surface railroad tracks in any public street or road, of the form of rail used, or character of foundation, and the method of construction, and of the restoration of the pavement or surface after such work.

5. Of the filling of sunken lots, fencing of vacant lots, digging down lots, and of licensing vaults under sidewalks.

6. Of the removal of incumbrances.

7. Of the issue of permits to builders and others to use or open the streets.

8. Of the construction and maintenance of all bridges, and tunnels which are within his borough and form a portion of the highways thereof, except such bridges as cross navigable streams.

9. Of all subjects relating to the public sewers and drainage of his borough, and shall initiate the making of all plans for the drainage of his borough, except as otherwise specifically provided in this act. He shall have charge of the construction of all sewers in accordance with said plans. He shall have in charge the management, care and maintenance of the sewer and drainage system of the borough of which he shall be President and the licensing of all cisterns and cesspools.

10. Of the construction, repairs, cleaning and maintenance of public buildings, except schoolhouses, almshouses, penitentiaries, the fire and police station houses, and other buildings whose care and custody are otherwise provided for in this act.

11. Of the care and cleaning of all offices leased or occupied for public uses.

12. Of the location, establishment, care, erection, and maintenance of the public baths and public comfort stations; and of the placing of all signs indicating the names of the streets and other public places.

The Presidents of the boroughs of Queens and Richmond have, in addition, control of the cleaning of streets in their respective boroughs.

In the office of each Borough President is a bureau of buildings; and every borough may have a Superintendent of Buildings, appointed by the Borough President, and subject to removal by him.

What are the Local Boards of Improvement?

These boards are each composed of the President of the borough, as chairman of the board, and such members of the Board of Aldermen as represent an aldermanic district within the area for whose improvement the board is constituted. The meetings of each local board are held at the main hall or public building of the borough. It is the duty of the President to call a meeting whenever in his opinion the public business shall require it, or whenever he shall receive the written request of any three members of a local board. The president of a local board and one other member thereof constitute a quorum at any meeting duly called.

The jurisdiction of each local board is confined to the district for which it is constituted, and to those subjects or matters the costs or expenses whereof are in whole or in part a charge upon the people or property of the district, or a part of the district.

Every resolution of a local board must, before it takes effect, be approved by the Borough President.

If it relates to public nuisances, to violations of State law, or to the condition of the poor within

the district, it must be submitted to the Mayor, and if he shall within ten days thereafter declare the same to be general in character, it is invalid, otherwise it takes effect upon the expiration of the said period of ten days.

Resolutions affecting more than one district can be adopted only at a joint meeting of the local boards of the districts affected, and by a majority of the members of said boards.

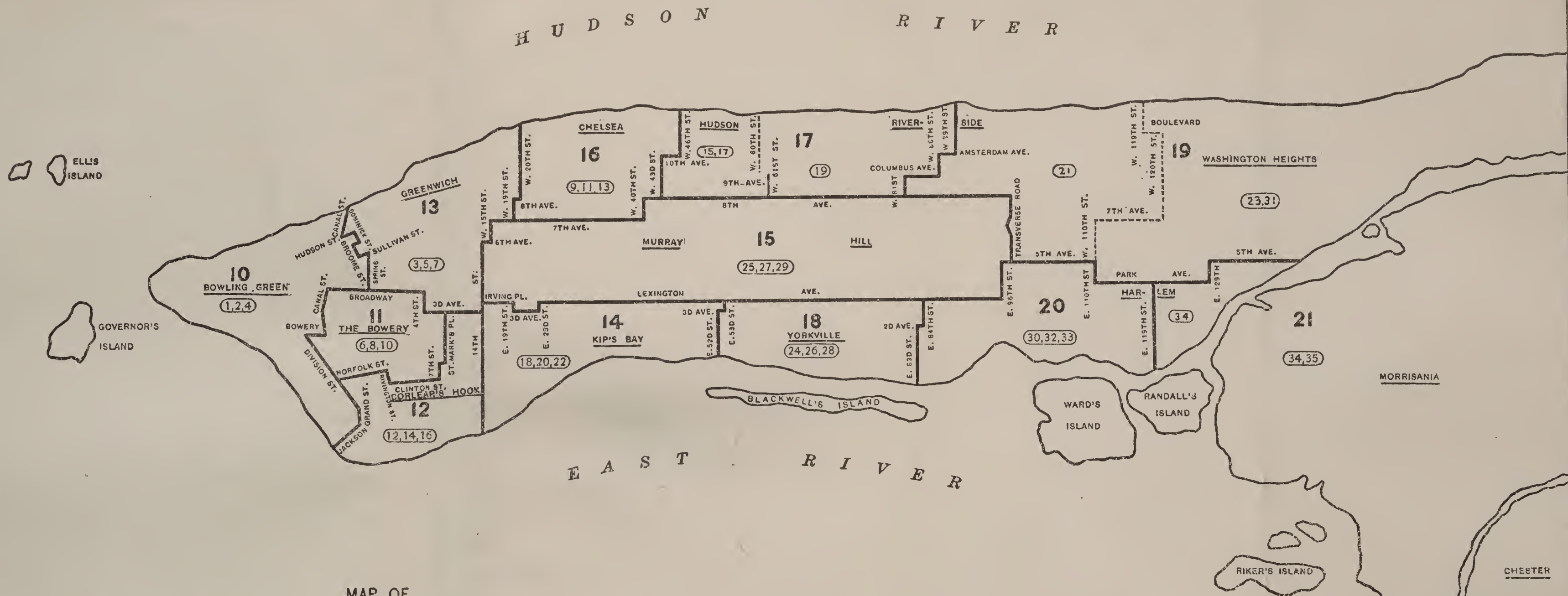
A local board has power, in all cases where the cost of the improvement is to be met in whole or in part by assessments upon the property benefited, to initiate proceedings for the following purposes: To construct tunnels and bridges lying wholly within the borough; to acquire title to land for parks and squares, streets, sewers, tunnels and bridges, and approaches to bridges and tunnels; to open, close, extend, widen, grade, pave, regrade, repave and repair the streets, avenues and public places, and to construct sewers within the district; to flag or reflag, curb or recurb the sidewalks, and to relay crosswalks on such streets and avenues; to set or to reset street lamps; and to provide signs designating the names of the streets.

A local board also has power to hear complaints of nuisances in streets or avenues, or against disorderly houses, drinking saloons conducted in violation of the laws regulating the traffic in liquor, gambling houses or any other places or congregations violative of good order or of the laws of this State, or other matters or things concerning the peace, comfort, order and good government respecting any neighborhood within the district, or concerning the condition of the poor within the district,

and to pass such resolutions concerning the same as may not be inconsistent with the powers of the Board of Aldermen or of the respective administrative departments of the city of New York, and to aid such Board of Aldermen and departments in the discharge of their duties respecting the good government of the said district.

When a petition for a local improvement within the jurisdiction of a local board has been received by the President of the Borough, it is his duty to appoint a time for the meeting of the proper local board, not more than fifteen days thereafter, at which meeting such petition will by him be submitted to the said local board, and he must thereupon cause a notice to be published in the City Record, that such petition has been presented to him and is on file in his office for inspection, and of the time when and of the place where there will be a meeting of the local board at which such petition will be submitted by him, to said board, which time must not be less than ten days after the publication of the notice.

If the local board decide that proceedings be initiated for a local improvement within its jurisdiction, it thereupon transmits a copy of such resolution to the Board of Estimate and Apportionment. Said board must promptly consider such resolution, and approve or reject the same, and return said resolution, if approved, to the President of the Borough where it originated, and he may thereupon proceed in the execution of the work covered by said resolution; but no public work or improvement, involving an assessment for benefit, can be authorized until there has been presented to the Board of Estimate and Apportionment an estimate in writing, in such detail as the board may direct, of the cost of the proposed work or improvement,



MAP OF
SENATE DISTRICTS OF NEW YORK COUNTY
SHOWING DISTRICTS OF LOCAL IMPROVEMENTS

*The large figure indicates the number of
the Senate District; the figures in small ovals
indicate the numbers of the assembly districts
included in that Senate District.*

and a statement of the assessed value, according to the last preceding tax roll, of the real estate included within the probable area of assessment. The expense of all such improvements must be assessed and be a lien on the property benefited thereby, in proportion to the amount of said benefit; but no such work can be done by the Borough President on any item which imposes a charge upon the whole city of more than five hundred thousand dollars, except with the approval of the Board of Aldermen.

A local board has power to cause the flagging or reflagging of sidewalks, laying or relaying of crosswalks, fencing vacant lots, digging down lots or filling in sunken lots within its district, by resolution approved by the Board of Estimate and Apportionment. When the expenses to be incurred by any one such resolution do not exceed the sum of two thousand dollars, the approval of the Board of Estimate and Apportionment is unnecessary. When public work or improvement has been duly authorized the President of the Borough within which such work is to be done must proceed forthwith in the execution thereof.

What are the boundaries of the districts for home rule and local improvement?

The city is divided into twenty-five of these districts, of which there are twelve in Manhattan, eight in Brooklyn, two in the Bronx, two in Queens, and one in Richmond.

The *first* district consists of the county of Richmond, and is called Staten Island; the *second* district, wards one and two of the borough of Queens, called Newtown; the *third* district, wards three, four and five of the borough of Queens, called Jamaica;

the *fourth* district, the territory comprised in the third senatorial district, called the Heights; the *fifth* district, the territory comprised in the fourth senatorial district, called Bedford; the *sixth* district, the eighth, thirtieth and thirty-first wards of the Borough of Brooklyn, called Bay Ridge; the *seventh* district, the tenth and twelfth wards of the borough of Brooklyn, called Red Hook; the *eighth* district, the territory comprised in the sixth senatorial district, called Prospect Heights; the *ninth* district, the territory comprised in the seventh senatorial district, called Williamsburg; the *tenth* district, the territory comprised in the eighth senatorial district, called Flatbush; the *eleventh* district, the territory comprised in the ninth senatorial district, called Bushwick; the *twelfth* district, the territory comprised in the tenth senatorial district, called Bowling Green; the *thirteenth* district, the territory comprised in the eleventh senatorial district, called the Bowery; the *fourteenth* district, the territory comprised in the twelfth senatorial district, called Corlear's Hook; the *fifteenth* district, the territory comprised in the thirteenth senatorial district, called Greenwich; the *sixteenth* district, the territory comprised in the fourteenth senatorial district, called Kip's Bay; the *seventeenth* district, the territory comprised in the fifteenth senatorial district, called Murray Hill; the *eighteenth* district, the territory comprised in the sixteenth senatorial district, called Chelsea; the *nineteenth* district, the territory comprised in the fifteenth and seventeenth assembly districts of the county of New York, called Hudson; the *twentieth* district, the territory comprised in the eighteenth senatorial district, called Yorkville; the *twenty-first* district, the territory comprised in the nineteenth and twenty-first assembly districts of the

county of New York, called Riverside; the *twenty-second* district, the territory comprised in the thirty-first and twenty-third assembly districts of the county of New York, called Washington Heights; the *twenty-third* district, the territory comprised in the twentieth and that part of the twenty-first senatorial district which lies in the Borough of Manhattan, called Harlem; the *twenty-fourth* district, the territory comprised in the twenty-first senatorial district of the State of New York in the Borough of the Bronx west of the Bronx River, called Morrisania; the *twenty-fifth* district, so much of the territory comprised in the twenty-second senatorial district of the State of New York as lies in the city of New York east of the Bronx River, called Chester.

Who is the chief executive officer of New York City?

The MAYOR, who appoints the heads of all the fifteen administrative departments of the city, with the one exception of the department of finance. He also appoints two Commissioners of Accounts; three or more Civil Service Commissioners; all commissioners appointed to erect or repair any building belonging to the city; Inspectors and Sealers of Weights and Measures, and several other officers not elected by the people.

He may remove from office at any time any public officer appointed by himself, or another Mayor of New York City, excepting members of the Board of Education, the Aqueduct Commissioners, trustees of the College of the City of New

York, trustees of Bellevue and allied hospitals, and excepting also judicial officers for whose removal other provision is made by the Constitution of the State.

It is his duty to communicate to the Board of Aldermen at least once in each year a general statement of the finances, government and improvement of the city, and to recommend such measures as he may deem expedient; to keep himself informed of the doings of the departments and to be vigilant in causing the laws of the State and the ordinances of the city to be enforced. His salary is \$15,000 a year, and an annual sum is appropriated for the expenses incurred by him in the payment of clerks and subordinates appointed by him to aid in the discharge of his official duties.

Name the administrative departments of the city government?

1. The FINANCE DEPARTMENT, whose head is the Comptroller. He is elected at the same time and in the same way as is the Mayor, and has an annual salary of \$15,000. This department has control of all the financial concerns of the city. All accounts kept in or rendered to other departments are subject to the inspection and revision of the officers of this department. It contains five bureaus: one for the collection of revenue accruing from rents, interest, and sales; one for the

collection of taxes; one for the collection of arrears; one which audits all accounts in which the city is concerned; and one for the reception of all moneys paid into the treasury, and the payments of all moneys out of the treasury. The Comptroller appoints all officers in this department except the head of the last-named bureau, the City Chamberlain, who is appointed by the Mayor, and whose salary is \$12,000. The office of Chamberlain had its origin in the city in 1653.

2. The LAW DEPARTMENT, whose head is known as the Corporation Counsel, and whose salary is \$15,000. Its main office is in Manhattan, with branches in other boroughs. The Corporation Counsel is the legal adviser of the Mayor and of the Board of Aldermen and has charge of all the law business of the city departments and boards. He appoints all his subordinates and fixes their compensation within the limits of the appropriation for his department.

3. The POLICE DEPARTMENT, whose head is a Commissioner, with an annual salary of \$7500, He has control of the government, administration, discipline, and disposition of the police force of the city. He may appoint a first and a second deputy commissioner, with salaries of \$4,000 a year, and may define their duties. He may also appoint fifteen inspectors; captains not exceeding one to each fifty of the total number of patrolmen; sergeants not exceeding four in number

to each fifty of the total number of patrolmen, and roundsmen in the same proportion, besides detective sergeants, telegraph operators, surgeons, doormen, clerks, matrons, and other members of the police force.

No person who is not a citizen of the United States, who has ever been convicted of felony, who cannot read and write in the English language, or who shall not have resided within the State the year next preceding his appointment, may hold membership in the police force, and no person dismissed from the force may be reappointed.

Promotions must be made by the Commissioner, on the basis of seniority, meritorious service, and superior capacity as shown by competitive examination. All patrolmen are graded, the salaries in the seven grades varying from \$800 in the seventh to \$1400 in the first. Roundsmen are selected from among patrolmen of the first grade, and their salaries are \$1500; sergeants are selected from among roundsmen who have served as such at least two years continuously, and their salaries are \$2000. Captains are selected from among sergeants who have served as such at least three years, and their salaries are \$2750. Inspectors are selected from among captains who have served as such for at least two years, and their salaries are \$3500.

The city is divided into precincts, and each precinct has a station-house, with a captain,

sergeants, doorman, and such other officers as are detailed to it by the Commissioner.

The Commissioner also details members of the force to co-operate with the Department of Health, or to assist the Department of Parks, or for service in the Department of Bridges, or to attend at the courts of the city.

There is a police-pension fund, which is made up of two per cent of the pay of all members of the force, and from fines, gifts, testimonials and various other sources.

4. The FIRE DEPARTMENT has the sole and exclusive authority to extinguish fires in the city. Its head is a Commissioner, who manages the department with all its property, and whose salary is \$7500 a year. He appoints a deputy, whose office is in the borough of Brooklyn, and whose duties relate to the boroughs of Brooklyn and Queens.

The members of the uniformed force of firemen are graded according to their term of service, and may be assigned to duty anywhere within the city.

There are three bureaus in this department, one directing the extinguishing of fires, in charge of a chief, one having in charge the execution of the laws relating to the sale and use of combustibles, in charge of an Inspector of Combustibles, and one for the investigation of the origin of fires, in charge of Fire Marshals.

The Fire Commissioner has power to select heads of bureaus, and as many officers and firemen as may be necessary. He is also empowered to maintain a corps of sappers and miners.

The city is divided into fire-districts, each with an engine-house and equipment.

5. The DEPARTMENT OF WATER SUPPLY, GAS AND ELECTRICITY has as its head a Commissioner, who has control of all structures and property connected with the supply and distribution of water for public use, except such as are owned by private corporations. He has also the regulation of contracts made for lighting the streets, parks and public buildings of the city, and the duty of inspecting and testing the appliances used in illumination. His salary is \$7500 a year. The main office of the department is in Manhattan.

6. The DEPARTMENT OF STREET CLEANING has as its head a Commissioner, whose annual salary is \$7500. He has control in the boroughs of Manhattan, the Bronx and Brooklyn, of the cleaning of the streets, of the removal of garbage, ashes, and rubbish, and of freeing the leading thoroughfares from ice and snow. His annual salary is \$7500.

The members of the department are divided into two classes, the clerical force and the uniformed force. The clerical force consists of a chief clerk, three medical examiners, and as many clerks and messengers as the Commissioner requires. The

uniformed force are detailed in the twenty-one districts into which the city may be divided. Each district is under the charge of a superintendent who is directly responsible to the general superintendent, and also to the Commissioner, for the cleanliness of his district. The districts are subdivided into sections, each in charge of a foreman.

No person holding any office or position under this department is liable to military or jury duty.

7. The DEPARTMENT OF BRIDGES has as its head a Commissioner, whose salary is \$7500 a year. He is charged with the construction, repair, maintenance and management of all bridges and tunnels within the territory of New York City, except such as are included in the public parks, or are within the control of a President of a borough or of the Rapid Transit Commission.

8. The DEPARTMENT OF PARKS has as its head a board consisting of three Commissioners, one of whom is designated as President by the Mayor. One Commissioner has jurisdiction in the boroughs of Manhattan and Richmond, one in the borough of the Bronx, and one in the boroughs of Brooklyn and Queens. The annual salary of each Commissioner is \$5000. It is the duty of each Commissioner to maintain the beauty and utility of all parks, squares, and public places within his jurisdiction, and to take general charge of buildings situated within them.

9. The DEPARTMENT OF DOCKS AND FERRIES has as its head a Commissioner, who must be a resident of New York City, and whose annual salary is \$6000. He may appoint and at pleasure remove one deputy, whose salary is \$4500 a year. The Commissioner has control of all the water-front wharf property, lands under water, wharves, piers, bulkheads and structures thereon situate, belonging to New York City. He has also charge of all ferries and ferry property belonging to the city.

10. The DEPARTMENT OF PUBLIC CHARITIES, whose head is a Commissioner, with a principal office in Manhattan and a branch office in each of the other boroughs. His salary is \$7500 a year. He may appoint a first and a second deputy, may define their duties, and may remove them at his discretion. He may also appoint in accordance with law such subordinate officers as may be necessary for the official performance of his duties as Commissioner. He has the management of all hospitals, asylums, almshouses and other institutions belonging to the city and devoted to the care of the feeble-minded, sick, infirm and destitute. He has also charge of the Potter's Fields and other public burying-places for the poor, and of the annual distribution of public money appropriated for the relief of the poor adult blind.

11. The DEPARTMENT OF CORRECTION has as its head a Commissioner, whose salary is \$7500 a year. He may appoint a deputy, with an annual

salary of \$4000, and may define his duties. He may also appoint and remove, in accordance with the law, such superintendents, wardens and other officers and assistants as may be necessary for the official performance of the duties of the department. His principal office must be located in Manhattan.

He has the duty of managing all institutions for the care and custody of criminals and misdemeanants belonging to New York City, except the House of Refuge, the House of Detention of Witnesses, the Brooklyn Disciplinary Training School for Boys, incorporated societies for the prevention of cruelty to children, and such places for the detention of prisoners or persons charged with crime as are by law placed under the charge of some other department, board, or officer.

12. The DEPARTMENT OF HEALTH has as its head a board consisting of one Commissioner of Health, the Police Commissioner, and the Health Officer of the Port. The Commissioner of Health is the President of the board, and is the executive officer of the Health Department. The board appoints all officers and agents of the department.

The authority of the Board of Health extends over the city and the waters adjacent thereto within the jurisdiction of the city, and also over the waters of the bay within quarantine limits. The duties of this board relate to the enforcement of laws concerning the preservation of human life

and the protection of health, and to the recording and preservation of the vital statistics of the city. Its chief office is in Manhattan, with branches in the other boroughs.

The department includes two bureaus. The chief officer of the first is called the Sanitary Superintendent, and that of the second is called the Registrar of Records. The Board of Health has power to fit up, in each borough, such offices as may be required for the proper discharge of the duties of the department; to appoint assistants, clerks, and other agents; and is required to appoint at least 50 sanitary inspectors, 30 of whom must be physicians of skill and experience.

The annual salary of the Commissioner of Health is \$7500; of the Sanitary Superintendent \$5000; of the secretary \$5000; of the assistant sanitary superintendents each \$3500; of the Registrar of Records \$4000; of the assistant registrars of records each \$3000; of the chief clerk \$3000.

The Board of Health has power to cause unsafe or unsanitary buildings to be vacated; may condemn and remove buildings that are themselves unfit, or make adjacent buildings unfit for human habitation; may destroy tainted or dangerous food; may prescribe and enforce rules concerning the sanitation of lodging-houses, shops or dwellings; may be called upon to deal with sources of infection or disease, to remove dead bodies from

the streets or from houses, or to abate any public nuisance.

All births, marriages and deaths must be reported in writing to the Board of Health, by the next of kin or by some person present thereat.

13. The TENEMENT-HOUSE DEPARTMENT has as its head a Commissioner, who holds office for six years, unless sooner removed. His salary is \$7500 a year. He may appoint a first and a second deputy, and define their duties. Their salaries are \$4000 a year.

In this department there must be at least three bureaus and over each of these the Commissioner appoints a chief and a deputy-chief inspector. (1) The NEW BUILDING BUREAU, having not less than three plan-examiners and not less than sixteen examiners of light and ventilation, must file, record and examine plans and specifications of tenement houses altered or erected, and inspect all such houses in the course of construction or alteration. (2) The INSPECTION BUREAU, having 190 inspectors, including such persons as may be detailed by the Police Commissioner for service in this department, must inspect all completed tenement-houses and record all violations of the tenement-house laws and ordinances. (3) The BUREAU OF RECORDS must keep records of every tenement-house in the city in a form prescribed by the Commissioner. These records show the number of arrests in each house, the

cases of sickness and whether they were of children or adults, the nature of the diseases, and the death rate.

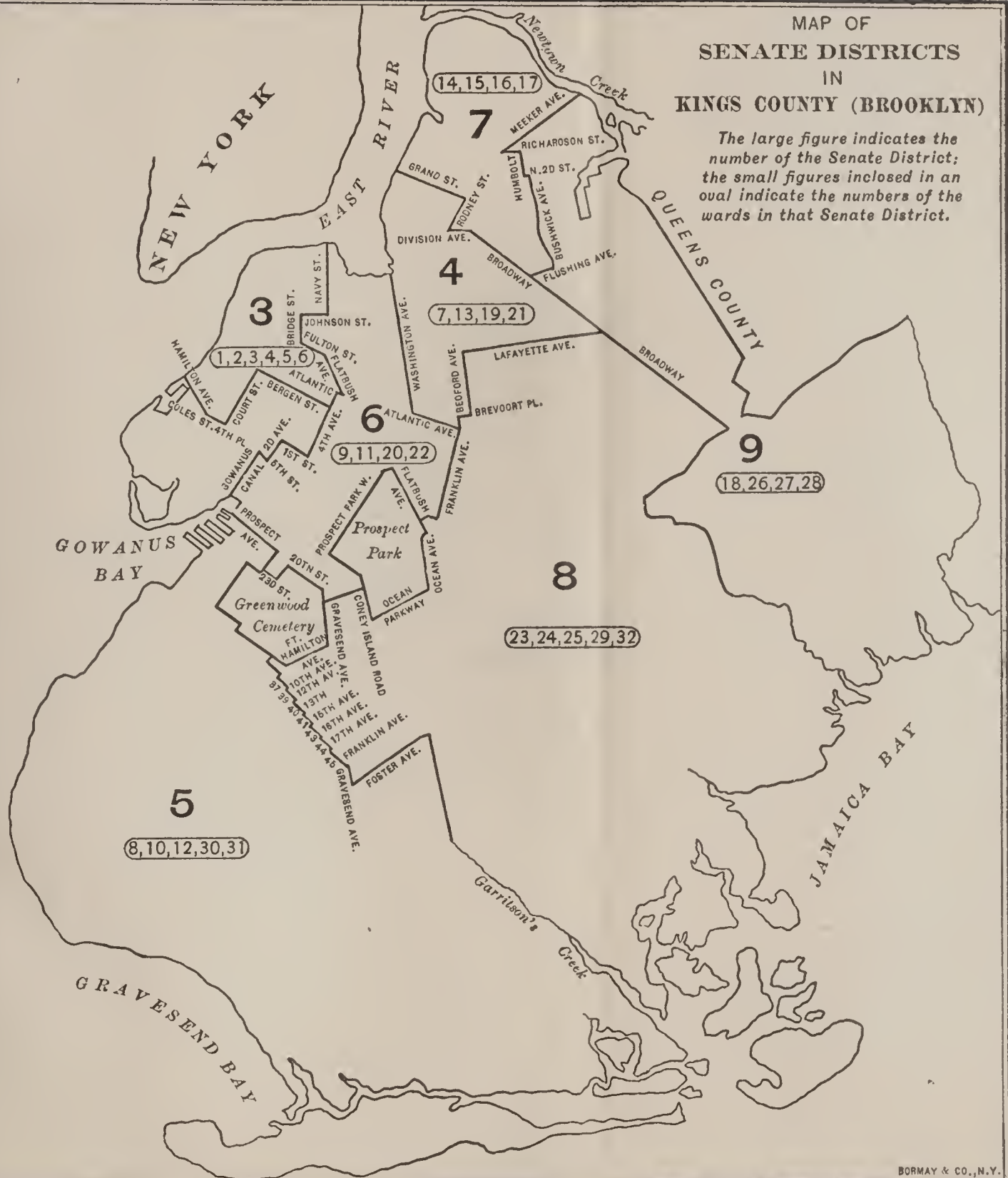
Before the construction or alteration of a tenement-house is commenced, the owner, or his agent, must submit to the Tenement-House Department a detailed and verified written statement of the specifications for the light and ventilation of said building, and a full and complete copy of the plans. These papers are filed in the office of the Tenement-House Department, and are deemed public records. The Commissioner must cause all such papers to be examined, and if approved a written certificate is issued to the person submitting them. It is unlawful to occupy as a human habitation any part of a tenement-house until the Tenement-House Commissioner and the Superintendent of Buildings in the borough shall have issued certificates that such building conforms in all respects to the laws applying thereto.

14. The DEPARTMENT OF EDUCATION. The revised Charter establishes, after February 1, 1902, a control of the public schools of the city by four main agencies, the Board of Education, the Board of Superintendents, the Local School Boards, and the Board of Examiners.

The BOARD OF EDUCATION consists of 46 members, 22 in Manhattan, 14 in Brooklyn, 4 in the Bronx, 4 in Queens, and 2 in Richmond. All are appointed by the Mayor, and serve without com-

MAP OF SENATE DISTRICTS IN KINGS COUNTY (BROOKLYN)

The large figure indicates the number of the Senate District; the small figures inclosed in an oval indicate the numbers of the wards in that Senate District.



pensation. Their terms are so arranged that about nine terms expire annually. In the month of November prior to the expiration of the respective terms, the Mayor appoints successors to serve for five years, from the first day of the following January. A vacancy may at any time be filled for the unexpired term by an appointment by the Mayor.

On the first Monday in February the board elects one of its members as its president for one year. The board possesses the powers and privileges of a corporation.

It appoints fifteen of its members to act as a Standing Executive Committee, to which its functions may be delegated for the care, government and management of the public school system of the city. The Chairman of the Executive Committee is the President of the board, and each borough is represented in it by at least one member. Before the reports of other committees are presented to the Board of Education, they are received and acted upon by the Executive Committee.

The board has power to appoint a secretary, a superintendent of school buildings, a superintendent of school supplies, a city superintendent of schools, and a superintendent of lectures, all with terms of six years, and it may appoint auditors, clerks and other subordinates as it may deem necessary for its administrative duties, and as are

provided for by the proper appropriation, and it may fix the salaries of all under its supervision.

The board has power to establish and conduct elementary schools, kindergartens, manual training schools, trade schools, truant schools, evening schools, vacation schools, high schools, and training schools for teachers; to maintain free lectures and courses of instruction for the people; to provide special classes for the giving of instruction in the English language to persons who cannot readily use that language, and whose vocations prevent their attending other schools in the school system; to establish and conduct play-grounds in connection with the public schools; to change the grade of schools, to establish new schools, or to discontinue or consolidate any schools of the system; and to approve text books, apparatus or other scholastic supplies recommended by the Board of Superintendents. It has also power to adopt by-laws fixing the salaries of all members of the superintending and the teaching staff, and these by-laws must establish a uniform schedule of salaries throughout the boroughs, the salaries being regulated by merit, grade of class taught, length of service, experience in teaching, or by a combination of these considerations.

(2) *The Board of Superintendents* is made up of the city superintendent, as chairman, and eight associate superintendents. They are all appointed by the Board of Education, by a majority vote of

its members, and have terms of six years. Their duties are prescribed by by-laws of the Board of Education. The board of superintendents **nominates** 23 district superintendents for appointment by the Board of Education. Each district superintendent has a term of six years, and has charge of two school-districts. It is their duty to visit every school in the district to which they are respectively assigned, and to report the results of their inspections and examinations to the city superintendent at such times and concerning such matters and in such form as he shall require.

(3) *The Local School Boards* each consist of seven members, a member of the Board of Education residing in the borough, designated by the President of the Board of Education, to sit as a member of the local board, with power to vote therein, but ineligible for election as its chairman or its secretary; a district superintendent assigned to duty in that school-district by the city superintendent, and ineligible to election either as chairman or secretary of the local board, with the right to debate but not to vote therein; and five persons, appointed by the President of the borough, from among residents of that school-district, consenting to serve without pay. The efficiency of the local board is of utmost importance in the school system.

The city is to be always divided into 46 school-districts, of which 22 are in Manhattan, 14 in Brooklyn, 4 in the Bronx, 4 in Queens, and 2 in

Richmond. These districts must be compact in form, and each must lie wholly within one borough. They are to be so laid out in each borough as there to contain approximately equal numbers of public school children. The Board of Education may change the boundaries of the school-districts once in every five years.

The number of persons of school age, from 5 to 20 years, in the City of New York, at the taking of the U. S. census in June, 1900, was 1,028,069, and more than half a million were then attending the public schools. Eighteen per cent of these persons were of foreign birth.

The local boards must meet at least once a month, except in July and August. In their respective districts they must visit at least once in every quarter all the schools in the district and inspect the same in respect to punctual and regular attendance of the pupils and teachers; the number and fidelity of the teachers; the studies, progress, order and discipline of the pupils; the cleanliness, safety, warming, ventilation and comfort of the school premises; and the observance of the provisions of the school laws in respect to the teaching of sectarian doctrines or the use of sectarian books, and must call attention of the Board of Education, without delay, to every matter requiring official action.

(4) *The Board of Examiners* consists of the city superintendent, and four persons nominated by

the city superintendent and appointed by the Board of Education, with a term of six years.

The Board of Examiners holds such examinations as are prescribed by the city superintendent, and prepares eligible lists, open to the inspection of members of the Board of Education, the associate and the district superintendents, and the local school boards. Licenses to teach are issued for a period of one year, and in the name of the city superintendent. At the close of three years of continuous and successful service the city superintendent may make the license permanent.

All members of the teaching staff are nominated by the board of superintendents, from among those on the eligible lists, and are appointed by the Board of Education. Such nominations and appointments are made for the school-districts respectively, and the members of the teaching staff are assigned to duty in such schools and to such positions in such schools as the Board of Superintendents shall determine.

An amount equivalent to not less than four mills on every dollar of assessed valuation of real and personal property liable to taxation in the City of New York is annually appropriated by the Board of Estimate and Apportionment to the general school fund, and is administered by the Board of Education for educational purposes.

15. The DEPARTMENT OF TAXES AND ASSESSMENTS has at its head a President, who is so

designated in his appointment, and four other Commissioners, at least one of whom must be learned in law. The salary is \$8000 for the President, and \$7000 for each of the other members of the board. The board may appoint deputy Tax Commissioners to a number not exceeding 40, who shall perform such duties as the board may prescribe, and who shall hold their office during the pleasure of the board.

The officers of this department, through the deputies, assess all the taxable property in the several districts of the city, giving the county, ward, street, and map number of real estate, with the name of the owner and occupant, with information relating to personal property as required. The deputies commence to assess real and personal estate on the first Tuesday in September of every year. This department has an office in each borough, and each office is in law a part of the main office located in the borough of Manhattan.

How can one get detailed information in regard to these various departments?

Send to each for its last printed annual report.

Who determines the amount that may be expended annually by each administrative department?

The Board of Estimate and Apportionment, whose members are the Mayor, the Comptroller, the President of the Board of Aldermen, and the

five borough Presidents. The resolutions of the board are adopted by a majority of the whole number of sixteen votes authorized to be cast by said board. The Mayor, the Comptroller, and the President of the Board of Aldermen, are each entitled to cast three votes: the Presidents of the boroughs of Manhattan and Brooklyn are each entitled to cast two votes; and the Presidents of the boroughs of the Bronx, of Queens and of Richmond are each entitled to cast one vote.

A quorum of the board consists of a sufficient number of members thereof to cast nine votes, with at least two members present who are each authorized to cast three votes; but no resolution nor amendment of a resolution can be passed at the same meeting at which it is first presented, unless twelve votes are there cast for its adoption.

The heads of departments are required to annually send to the Board of Estimate and Apportionment an estimate of the amount required in their respective departments, including a statement of salaries, and a detailed specification of objects. From the information so received the board, during the month of October, makes a budget of the amount estimated to be required to pay the expenses of conducting the public business of the city. The budget is then submitted to the Board of Aldermen, a special meeting being called by the Mayor for the consideration of the budget, which is at the same time published in the

City Record. The consideration of the budget by the Board of Aldermen must continue from day to day, but if no action is taken thereupon within twenty days, the budget, as submitted by the Board of Estimate and Apportionment, is deemed to be finally adopted. The budget for the ensuing year is thus completed before December 25.

The Board of Aldermen may, subject to the veto power of the Mayor, reduce the amounts fixed by the Board of Estimate and Apportionment, except such amounts as are fixed by law, and except the amounts required for the payment of State taxes and of interest and principal on the city debt, but the Board of Aldermen may not increase such amounts nor vary the terms and conditions thereof, nor insert new items.

Who fixes the salaries paid from the city treasury?

The Board of Estimate and Apportionment makes recommendations and the Board of Aldermen fixes the salary of every officer or person whose compensation is paid out of the city treasury, other than day laborers, teachers, examiners and members of the supervising staff in the Department of Education, and except that no change can be made in the salary of any elected officer nor of any head of a department during his tenure of office. Salaries need not be uniform throughout the several boroughs. The Board of Alder-

men may reduce, but may not increase any salary recommended by the Board of Estimate and Apportionment. The action of the Board of Aldermen on reducing any salary so recommended is subject to the veto power of the Mayor.

How are the ordinary expenses of the city paid?

By direct taxation of real and personal property, the city's share of the liquor tax, and the revenue from city property. Those who have neither real nor personal property pay a portion of the expenses of the city government indirectly, through the increased cost of living.

How are the extraordinary outlays of the city paid?

By the sale of city bonds, which involve the city in debt. To provide for the interest on, and the liquidation of, such debt the sinking fund is maintained, being made up chiefly from rental of city property, especially its docks, from the sale of public lands or franchises, and the amount of assessments made for local improvements.

Who are the Commissioners of the Sinking Fund?

The Mayor, the Comptroller, the Chamberlain, the President of the Board of Aldermen, and the Chairman of the Finance Committee of the Board of Aldermen.

Where can one learn the names and addresses of all officials in New York City?

In the City Record, which may be obtained in the basement of the City Hall.

What provision is made for securing those who are most fit, among the applicants for employment in the service of New York City?

The Mayor appoints three or more MUNICIPAL CIVIL SERVICE COMMISSIONERS, who serve without compensation and who appoint a Board of Examiners, consisting of citizens who are not public officers. This board considers the age, the physical ability and the character of the applicant, and conducts a competitive examination of the different persons applying for the particular position to which an appointment is to be made, in order to ascertain who possesses the requisite knowledge and ability to discharge the duties of that situation.

Mention some of the municipal departments and offices that come under the jurisdiction of the Civil Service rules.

Commissioner of Accounts, Armory Board, Board of Assessors, Aqueduct Commission, Department of Bridges, Brooklyn Disciplinary Training School, Brooklyn Public Library, Change of Grade Commission, Department of Public Charities, Supervisor of the City Record, City Clerk, Civil Service Commission, College of the City of New York, Normal College, Department of Correction, Coroners, City Court, City Magistrates' Court, Court of General Sessions, Municipal

Court, Court of Special Sessions, Docks and Ferries Department, East River Bridge Commission, Education Department, Estimate and Apportionment Board, Finance Department, Fire Department, Health Department, Commissioner of Jurors, Law Department, Mayor's Office, Park Department, Plumbers' Examining Board, Police Department, President of Borough, Rapid Transit Commission, Sinking Fund Commission, Street Cleaning Department, Tenement-House Department, Taxes and Assessments Department, Water Supply Department.

What is the highest court belonging to this State?

The court for the trial of impeachments. It is only called into existence after the Assembly has ordered the impeachment of a civil, military, or judicial officer of the State by a vote of a majority of all the members elected. The court consists of the President of the Senate, the Senators or a majority of them, and the judges of the Court of Appeals or a majority of them.

When the Governor or Lieutenant-Governor is impeached, the Lieutenant-Governor does not act. The judgment of the court can only be for acquittal, or for the removal of the person impeached from office, or for such removal with the additional penalty of disqualification from holding any office under the State.

What is the court next to the highest in the State?

The court of highest appellate jurisdiction in this State is the Court of Appeals. It is composed of a Chief Justice and six Associate Justices, all of whom are chosen by the voters of the entire State.

Five members form a quorum in the court, and four must concur to render a decision.

The term of office is fourteen years, but the judges are compelled to retire on the last day of December next after reaching seventy years of age. This court sits at Albany, and has a clerk, a deputy clerk, and a reporter. The term of any judge expires December 31, his successor having been elected the preceding November.

This court has exclusive jurisdiction in the review of civil actions and criminal cases appealed from the Appellate Division of the Supreme Court. The Appellate Division of the Supreme Court may allow an appeal to the Court of Appeals upon any question which in its opinion ought to be passed upon by this court. This court may finally determine actions, and may give orders granting new trials, but it is limited to a review of questions of law, except where the judgment in a criminal case is for death, in which case the court can review the facts as well as the law.

Describe the Supreme Court of this State.

It is the highest court of original jurisdiction,



and is composed of 76 justices. They are elected at the general election, and paid from the State Treasury.

This court has general jurisdiction in law and equity. It is divided into three branches called the Appellate Division, the Trial Term, and the Special Term.

For the administration of justice, through the Supreme Court, the State is divided into eight JUDICIAL DISTRICTS, and Trial and Special Terms are appointed in each District. The divisions are by counties, and the Districts of the State are numbered as follows:—

1. New York county, with 22 justices.

2. Richmond, Suffolk, Nassau, Queens, Kings, Westchester, Rockland, Dutchess, and Putnam counties, with 12 justices.

3. Columbia, Rensselaer, Sullivan, Ulster, Albany, Greene, and Schoharie counties, with 6 justices.

4. Warren, Saratoga, St. Lawrence, Washington, Essex, Franklin, Clinton, Montgomery, Hamilton, Fulton, and Schenectady counties, with 6 justices.

5. Onondaga, Jefferson, Oneida, Oswego, Herkimer, and Lewis counties, with 7 justices.

6. Otsego, Delaware, Madison, Chenango, Tompkins, Broome, Chemung, Schuyler, Tioga, and Cortland counties, with 6 justices.

7. Livingston, Ontario, Wayne, Yates, Steuben, Seneca, Cayuga, and Monroe counties, with 7 justices.

8. Erie, Chautauqua, Cattaraugus, Orleans, Niagara, Genesee, Allegany, and Wyoming counties, with 10 justices.

Justices are elected by the voters of their respective districts. Although elected in districts, the jurisdiction of each justice extends to every part of the State. The term of office is 14 years from the first day of January next after their election, but no justice can hold office longer than until the last day of December after he shall be seventy years of age. The salary of justices is \$6000, beside which they receive an annual allowance of \$1200 for traveling expenses, except in the first district. The justices of the second district, except those residing in Kings county, each receive an additional allowance of \$2500. In New York and Kings counties the justices each receive an additional allowance, which is paid by the respective counties.

2. The TRIAL TERM is held by one of the judges of the Supreme Court, together with a jury, and is for the trial of cases usually involving issues of fact. This branch of the Supreme Court has the broadest possible criminal jurisdiction, namely, to try all crimes and indictments, except those minor crimes and misdemeanors that must, in the first instance, be heard in the lower courts. An

appeal from this court lies to the Appellate Division, and from thence to the Court of Appeals.

3. The SPECIAL TERM is held by one of the judges of the Supreme Court for the trial of cases without a jury, and for argument of issues of law. The cases are usually equity cases.

The State is also divided into four JUDICIAL DEPARTMENTS, and an Appellate Division of the Supreme Court sits in each department.

The First Judicial Department consists of New York County, and the Appellate Division sits in Manhattan with seven justices.

The Second Judicial Department consists of the Second Judicial District, and the Appellate Division sits in Brooklyn with five justices.

The Third Judicial Department consists of the Third, Fourth and Sixth Judicial Districts, and the Appellate Division sits in Albany, with five justices.

The Fourth Judicial Department consists of the Fifth, Seventh and Eighth Judicial Districts, and the Appellate Division sits in Rochester, with five justices.

From all the justices elected to the Supreme Court, the Governor designates those who compose the Appellate Division in each department, and he also designates the presiding justice thereof, and such justice acts during his term of office, and is a resident of his department.

From time to time, as the terms of such desig-

nations expire, or when vacancies occur, he makes new designations, and he may make temporary designations in case of the absence or disability of any justice. A majority of the justices in any Appellate Division must be residents of the department.

In each department four justices constitute a quorum, and the concurrence of three is necessary to a decision. No more than five justices sit in any case.

The justices of the Appellate Division appoint the times and places and designate the justices by whom the various Trial and Special Terms shall be held.

The Appellate Division hears appeals from judgments and orders given at the Trial and Special Terms of the Supreme Court, or by the Surrogates' Court, the County Courts, the City Court, and the General Sessions, the latter two being courts of New York County.

The County Clerks of the several counties are clerks of the Supreme Court in their respective counties and the seals of such County Clerks are the seals of the court.

How can one ascertain the place and the time of holding courts in any of the Judicial Districts?

The names of all the judges of the Supreme Court may be found in the latest "Legislative Manual" and the terms are therein generally indi-

cated. The Clerk of the County Court can give more detailed information.

What is the Court of Claims?

It is composed of three judges, who are appointed by the Governor, by and with the advice and consent of the Senate, for a term of six years, with an annual salary of \$5000, to hold four sessions each year at the Capitol in Albany, for the hearing of private claims against the State. The Attorney-General represents the State before the court in all proceedings relating to claims.

What court is next below the Supreme Court?

The COUNTY COURT, which has power to try all criminal cases except where the penalty involved is death, and has jurisdiction in most of the actions to recover money where the sum does not exceed \$2000. The County Judge is an officer of his county, as is the Surrogate. A County Court is held at the county seat at such times as the County Judge designates.

An appeal from a County Court is to the Appellate Division of the Supreme Court.

In NEW YORK COUNTY the County Court that tries civil cases is called the CITY COURT. It is held in six parts, four parts being trial terms, one a special term, and one a general term. Its seven judges are elected by the voters of the county. They hold office for ten years, and are paid from the County Treasury; salary \$10,000. The City

Court has jurisdiction over actions demanding judgment for a sum of money only, or to recover chattels or foreclosure liens within the county; but no judgment can be rendered for more than \$2000 exclusive of interest and costs, except for breach of promise of marriage, which may be recovered in any amount. No case can be carried up to the Appellate Term of the Supreme Court until it shall have been reviewed in the General Term of the City Court, which sits on the last Monday in every month, and is composed of three of the judges, two of whom must concur in order to render a decision.

In other counties the County Court tries criminal cases; how are these cases attended to in New York County?

In consequence of the great amount of work for the courts of New York County, it has two courts to take the business of the County Court in other counties, the so-called City Court taking civil cases only, and the Court of General Sessions taking mainly criminal cases.

In colonial times this court was called "The General Quarter Sessions."

The Court of GENERAL SESSIONS in the county of New York has jurisdiction to try, determine, and punish according to the law all crimes cognizable within the county, including crimes punishable with death or imprisonment in State prison for

life; to exercise within the county the powers conferred by the Code on the County Courts in the other counties of the State; to try and determine any indictment found in the Supreme Court in the county which has been sent by order of that court to the Court of General Sessions therein.

The Court of General Sessions in New York County is divided into four parts, all of which are Trial Terms. Any one of the four may be held by the Recorder of the county, or the City Judge, or one of the three judges of the Court of General Sessions. A justice of the Supreme Court may also hold it. Each part may be held each month, commencing on the first Monday and continuing so long as, in the opinion of the judge sitting and of the District Attorney, the public interest requires; but one part only is required to be held in July and August, and two parts during the rest of the year.

Its five judges are elected by the voters of the county. The term of office is 14 years, and the salary \$12,000. The title of one of the judges "The Recorder of the County and City of New York," has been in use from colonial days. The title "City Judge" was used for the first associate elected to assist the Recorder, and it has since been retained. Three other judgeships have since been created.

The court appoints a clerk, not more than eight deputy clerks, three interpreters, four stenogra-

phers, four record clerks, and four court attendants.

A grand jury must be drawn for the Court of General Sessions in the county of New York, and the county of Kings, and for every other County Court when specially ordered by the court or by a Board of Supervisors. An indictment cannot be found without the concurrence of at least twelve grand jurors.

What is an indictment?

An accusation in writing presented by a grand jury to a competent court, charging a person with a crime.

Is there a Surrogate's Court in New York County?

There are two Surrogates, whose terms of office are fourteen years and whose salaries are \$15,000. Their courts are held at the county court house. The jurisdiction of the Surrogate's Court is over the estates of decedents. It probates wills, grants letters of administration, appoints guardians, examines and passes the accounts of executors, administrators, and guardians, and generally administers justice in all matters relating to these estates. An appeal from its decision is to the Appellate Division of the Supreme Court.

What is a Court of Record?

One in which a record of the proceedings of the court is kept in detail by an official clerk, and has

a seal affixed; the proceedings are "inrolled for perpetual memory."

How are trial jurors secured for service in courts of record?

There is a Commissioner of Jurors in every county having a population of one million or more.

The panel of petit or trial jurors is annually made up for one year, in each county, by the Commissioner of Jurors, who is appointed by the Appellate Division of the Supreme Court. He may summon any citizen to serve upon a jury, or to appear and show cause why he should not be liable to jury duty. The names of all citizens subject to this duty are written upon slips of paper, and are drawn by lot, according to requirement of the courts of record. The drawing of any required number of jurors takes place in the office of the Commissioner of Jurors, in the presence of said Commissioner or his deputy, the County Clerk or his deputy, and a judge of a court of record. In New York County at least one hundred jurors are drawn for every trial term of each court of record, and there may be twelve trial terms in a year. In the Jacob Sharp case 2,100 jurors were examined under oath as to their qualifications and four weeks were consumed before a jury of twelve men, acceptable to both the District Attorney and the attorney for the defence, was sworn to try the issue.

What is a grand jury?

The grand jury is an appendage or adjunct of the court, and consists of not less than sixteen nor more than twenty-three persons. The presence of at least sixteen is necessary to the transaction of any business.

In the county of New York from 600 to 1,000 grand jurors are selected annually within the fifteen days succeeding the last Monday in November, to serve at different terms of the Supreme Court for the trial of criminal actions, and at the Court of General Sessions. They are selected from among those who are on the panel of trial jurors by a board consisting of (a) the presiding judge of the Appellate Division of the Supreme Court; (b) an associate justice of the said Appellate Division, designated by the resident members of the Division; (c) the Recorder of the County; (d) a judge of the Court of General Sessions, designated by the judges of the Court of General Sessions; and (e) the Mayor.

These grand jurors are men of character and standing; are exempt from service as trial jurors in the State courts, though they may be called to jury duty in a Federal court; and they are paid two dollars per day. During the year a grand juror usually serves one entire term of the court, or about twenty days. They must inquire into the condition and management of public prisons and

into the wilful misconduct in office of all public officers in the county, and must investigate allegations against persons charged with felonies or the misdemeanor of libel, and held by a city magistrate, and must either order an indictment or dismiss the case.

What courts determine minor crimes in the city of New York?

THE CITY MAGISTRATES' COURTS and the COURTS OF SPECIAL SESSIONS. For the purpose of administration the city is divided, the boroughs of Manhattan and the Bronx forming the First Division, and the boroughs of Brooklyn, Queens and Richmond the Second Division. In each division there is a board of City Magistrates, composed of the magistrates belonging to that division. Every magistrate must be a resident and elector of the division of the city for which he is appointed, and must devote his whole time to the duties of his office. In the First Division there are twelve magistrates with salaries of \$7000. In this division the successors of those now in office are to be appointed by the Mayor, for a term of ten years, commencing on the first day of January next succeeding their appointment.

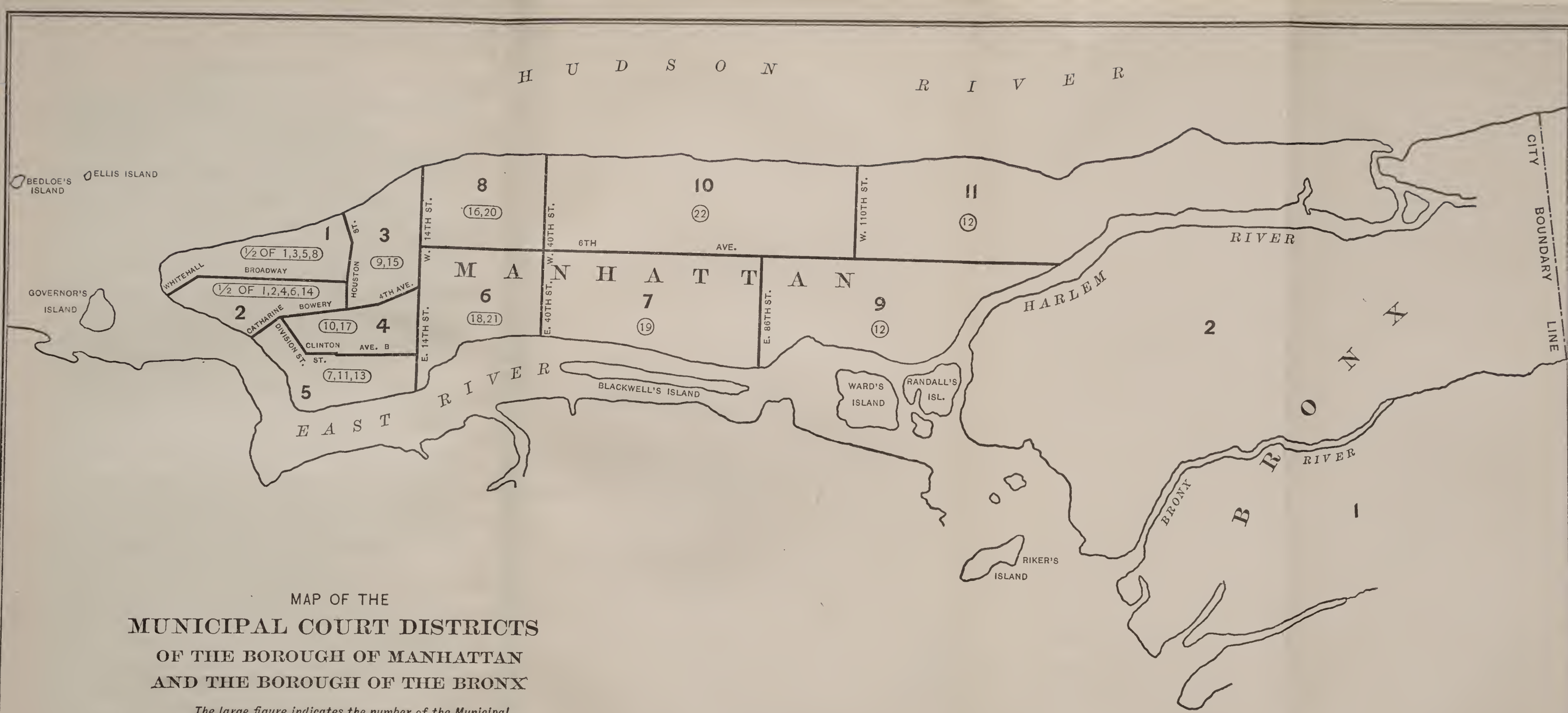
In the Second Division there are fifteen magistrates, ten for Brooklyn, three for Queens, and two for Richmond. The salary for those in Brooklyn is \$6000, and for those in Queens and Richmond \$5000. In this division vacancies occurring

through the expiration of terms after 1901, are to be filled by an election for six years.

In each division the Board of City Magistrates determines the times and places at which the courts shall be held within the division, and assigns the magistrates to their respective courts. One court is held in the Bronx, six are in Manhattan, eight in Brooklyn, three in Queens and two in Richmond. In these courts all the trials are before one magistrate and are without a jury. The prisoner may testify and may at his own expense have an attorney.

There are prisons in juxtaposition with each of these courts and to these prisons the arrested person is taken from any police station of the district in which the court is situated, and from the prison is handed over to the officers in the court-room. After trial the prisoner is again taken in charge by the police and delivered at the place designated by the magistrate. The magistrate may fine, imprison or send to the workhouse.

In each of the two divisions there is also a Court of SPECIAL SESSIONS, each with five justices. The court must be held by three justices, and two must concur in order to render a decision. The salary of justices in the First Division is \$9000, and in the Second Division \$6000. The term of office is ten years from the first of January after appointment by the Mayor. These justices are also called magistrates. The court must sit



MAP OF THE
MUNICIPAL COURT DISTRICTS
OF THE BOROUGH OF MANHATTAN
AND THE BOROUGH OF THE BRONX

The large figure indicates the number of the Municipal Court District; the figures inclosed in small ovals indicate the numbers of the wards within that Municipal Court District.

in every month of the year in the First Division; and in the Second Division must sit every month of the year in each of the boroughs of the division. Misdemeanors must be tried in the county where they are charged to have been committed. There is no jury.

It is the duty of the District Attorney of each of the counties of New York, Kings, Queens and Richmond to attend in person or by an assistant at all sessions of this court within his county. He prosecutes in the name of the people, calling each case "the people's cases versus" ———. Appeals from the decision of the Court of Special Sessions are, in the First Division, to the Court of General Sessions, and in the Second Division to the County Court. The location of all these courts may be learned from the City Record.

In all the City Magistrates' Courts the magistrates appoint their subordinates, other than the marshals, who are all appointed by the Mayor for a term of six years.

What is the lowest Civil Court in the City of New York?

The Municipal Court, held in a Municipal District.

Describe the MUNICIPAL COURTS, as established in 1898 by the City Charter.

In each of the 23 districts into which the whole city is divided there is a Municipal Court, having

jurisdiction in cases involving \$500 or less. The justices, chosen by the electors in their respective districts, must have had five years' experience in law practice, and must not practice law during the term of office, which is ten years. The salary of these justices is \$6000 a year, except in Queens and Richmond, where it is \$5000. There are 11 Municipal Court Districts in Manhattan, five in Brooklyn, two in the Bronx, three in Queens, and two in Richmond. The lines of division follow in the main the ward boundaries.

The justices appoint their own subordinates. An appeal from a judgment rendered in the Municipal Court may be taken to the Supreme Court.

The City Magistrates' Courts on the criminal side, and the Municipal District Courts on the civil side, are the courts in which poor persons are brought into relation with the administration of justice. It is in these courts that the newly-arrived immigrant gains his first conception of American laws.

While the cases tried in them are petty, they are very numerous, and these courts are of immense practical importance in the lives of the people.

Are the people of New York City governed by other laws and ordinances than those made by the State Legislature and the Municipal Assembly?

They are also subject to Federal laws made at Washington, the capital of the United States.

Who makes the Federal laws?

They are made in the two Houses of Congress, the Senate and House of Representatives. A new Congress begins on the 4th of March in every odd-numbered year.

The SENATE is composed of 90 Senators, two from each of the 45 States of the Union, elected for six years by the State Legislature of their respective States. One-third of the Senators are chosen every two years.

The HOUSE OF REPRESENTATIVES is composed of 386 members, elected by the voters of the 45 States, for two years, on the basis of one Representative for about 195,000 of the population at the present time. Every State has at least one Representative. The apportionment of Representatives, based upon the enumeration of the Twelfth Census, as provided by the act of Congress, approved January 16, 1901, is shown by States in the table on page 101.

How many Representatives are elected in New York State?

Thirty-seven: one from each of the Congressional Districts into which the State is divided. The United States census is taken once in ten years, on the years ending in a cipher, and thereafter each State has allotted to it its quota of Rep-

representatives according to its population. The congressional districts are then laid out by the Legislature in such a way as to divide the population equally as may be among the congressional districts, but no county is divided unless to make two or more congressional districts within the county. The districts are known by number.

Once in two years, in the even-numbered years, the electors within every congressional district, at the general election, elect a Representative in Congress from their district. The area of a congressional district depends on the density of its population; if the population be sparse it includes several counties; but counties containing large cities embrace several congressional districts, as does New York county.

What persons are eligible to Congress?

A Senator must be at least 30 years old, and must have been nine years a citizen of the United States. A Representative must be at least 25 years old, and must have been seven years a citizen of the United States. Each must be, when elected, an inhabitant of the State represented.

Who pays the salaries to Congressmen?

Congressmen are paid from the treasury of the United States \$5000 a year to each, and an allowance of 20 cents a mile for traveling expenses, and \$125 for stationery.

The ordinary outlay of the Government is from four to six hundred millions a year, obtained mainly from the tariff on imported goods and the internal revenue taxes.

How can one learn the names of Congressmen from New York?

A printed list of all members may be obtained from the Secretary of State at Washington. The full list is usually printed also in all the large almanacs for the current year.

What other persons are elected in this State?

Thirty-nine of the 476 Electors who elect the President and Vice-President of the United States.

Describe the method of electing a President.

The voters do not cast their votes directly for a President, but they elect members of an Electoral College that elects the President. Each State chooses a number of Electors equal to the whole number of representatives it sends to both Houses of Congress, and all the Electors taken together are called the Electoral College. No Representative nor any person holding an office of trust or profit under the United States can be made an Elector. The Electors are chosen the same day in all the States, the first Tuesday after the first Monday in November, at a general election where every voter of the State may vote for all the Electors that his State is entitled to elect. Each

party has on its ticket the full number of Electors permitted to the State, and the party that polls the largest number of votes elects the Electors for that State. The Electors chosen meet at the capitals of their respective States on the second Monday in the following January, and cast their votes for the President and the Vice-President, one of whom shall not be an inhabitant of the same State with themselves. They cast separate ballots for President and Vice-President, and make distinct lists of all persons voted for, showing the number of votes for each. These lists they sign and certify in triplicate and securely seal. One copy is transmitted by mail, and one is sent by special messenger to Washington, to the President of the Senate. The other copy is placed in the care of the District Judge at the State capital.

The Electors, and the messengers who carry the sealed lists to Washington from each State, receive no compensation for their services, but their expenses are paid by their respective States.

On the second Wednesday in February the sealed lists are opened in the presence of both Houses of Congress in joint session at Washington. The votes of the several States, taken in alphabetical order, are read by tellers, and the result is stated by the presiding officer, the Vice-President. A majority of all the votes cast is necessary for an election.

What happens when there is a tie in the votes of the members of the Electoral College, or when no one person receives a majority of all the votes therein cast?

In case of a tie in the vote for President, when the votes of the Electors are counted in Washington, the House of Representatives immediately ballots upon the two nominees and elects one by majority vote.

If no nominee have a majority vote, and there be not a tie, then the three names standing highest are balloted upon by the House, until a majority vote is given for one nominee. In balloting the votes are taken by States, and each State casts only one vote.

The Vice-President is elected in the same manner as is the President, except that in case of failure of the Electoral votes to elect a Vice-President, the Senate ballots upon the two nominees standing highest on the list, and elects one by a majority vote.

When is the President inaugurated?

The President receives no formal notice of his election. He is inaugurated at noon on the fourth day of the following March.

May foreigners vote at elections in New York State?

Only after being naturalized. An alien seeking naturalization in the United States must, at least

two years before his admission to citizenship, declare on oath before a Circuit or District Court of the United States, or a District or Supreme Court of the Territories, or a court of record of any of the States having common-law jurisdiction and a seal and a clerk, that it is his intention to become a citizen of the United States, and to renounce forever all allegiance to any foreign State or ruler, and particularly to the one of which he is at the time a citizen or subject.

At the time of his application for admission to citizenship he must also declare on oath before some one of the courts above specified that he will support the Constitution of the United States and that he absolutely and entirely renounces and abjures all allegiance and fidelity to every foreign prince, potentate, State, or sovereignty, and particularly, by name, to the prince, potentate, State or sovereignty of which he was before a citizen or subject. Moreover, before his naturalization papers are given to him, it must appear to the satisfaction of the court to which the alien has applied for final admission that he has resided continuously within the United States for at least five years, and in the State or Territory where the court is held at least one year, and that during that time "he has behaved as a man of good moral character, attached to the principles of the Constitution of the United States, and well disposed

to the good order and happiness of the same.”
Naturalization of Chinamen is prohibited.

May a foreign nobleman retain his title after naturalization in this country?

If the applicant bears any hereditary title or belongs to any order of nobility, he must make an express renunciation at the time of his application.

If a foreigner had served as a soldier in this country, could he become a naturalized citizen with less than five years' residence here?

Any alien twenty-one years old and upward who has been honorably discharged from the armies of the United States may become a citizen on his petition without any previous declaration of intention, provided he has resided in the United States at least one year previous to his application and is of good moral character.

What is the earliest age at which an alien may become naturalized, in case his father was not naturalized?

Any alien who has resided in the United States three years next preceding his twenty-first birthday, and has continued to reside therein up to the time he makes application to be admitted a citizen, may, after he arrives at the age of twenty-one, and after he has resided five years within the United States, including the three years of his

minority, be admitted a citizen; but he must make a declaration on oath and prove to the satisfaction of the court that for the two years next preceding it has been his intention to become a citizen.

What effect upon minor children has the naturalization of their father?

The law declares that children of persons who have been duly naturalized, being under twenty-one at the time of the naturalization of their parents, shall, if dwelling in the United States, be considered as citizens.

What is the nationality of citizens' children born abroad?

The children of persons who are or who have been citizens of the United States are considered to be citizens, though they were born outside the limits and jurisdiction of the United States.

Such persons have, on coming of age, a right to decide whether they will accept nationality in the land of their birth, or in that of their parents.

If naturalized citizens go abroad, can they rightly claim the protection of the United States?

Section 2000 of the Revised Statutes of the United States expressly declares that "all naturalized citizens of the United States while in foreign countries are entitled to and shall receive from this Government the same protection of per-

son and property which is accorded to native-born citizens.”

Does a naturalized citizen become an elector as soon as he is admitted to citizenship?

The right to vote is conferred by the State, naturalization by the United States. In several States aliens who have declared their intentions enjoy the right to vote equally with naturalized or native-born citizens. But the Federal naturalization laws apply to the whole Union alike, and no alien may be naturalized until after five years' residence, except an honorably discharged soldier or a person whose parents have been naturalized while he was under twenty-one years of age, as above recited. Even after five years' residence and due naturalization, he is not entitled to vote unless the laws of the State confer the privilege upon him, and in New York State he must have been a citizen for ninety days before voting at an election, and he must qualify as a voter in the same way as do native-born citizens.

Who is entitled to vote in this State?

Every male citizen of the age of twenty-one years, who shall have been a citizen for ninety days, and an inhabitant of the State for one year next preceding election, and the last four months a resident of the county, and for the last thirty days a resident of the election district in which he may offer his vote, is entitled to vote in the elec-

tion district of which he is at the time a resident, and not elsewhere, for all officers that are elected by the people, and upon all questions that are submitted to the vote of the people.

Electors in actual service in the army and navy are permitted to vote where they at the time reside.

No elector is deemed to have gained or lost a residence while employed in the service of the United States, while engaged in navigating the waters of this State or of the United States or of the high seas, nor while a student in any seminary of learning, nor while kept at any almshouse or other asylum or institution wholly or partly supported at public expense or by charity, nor while confined in any public prison.

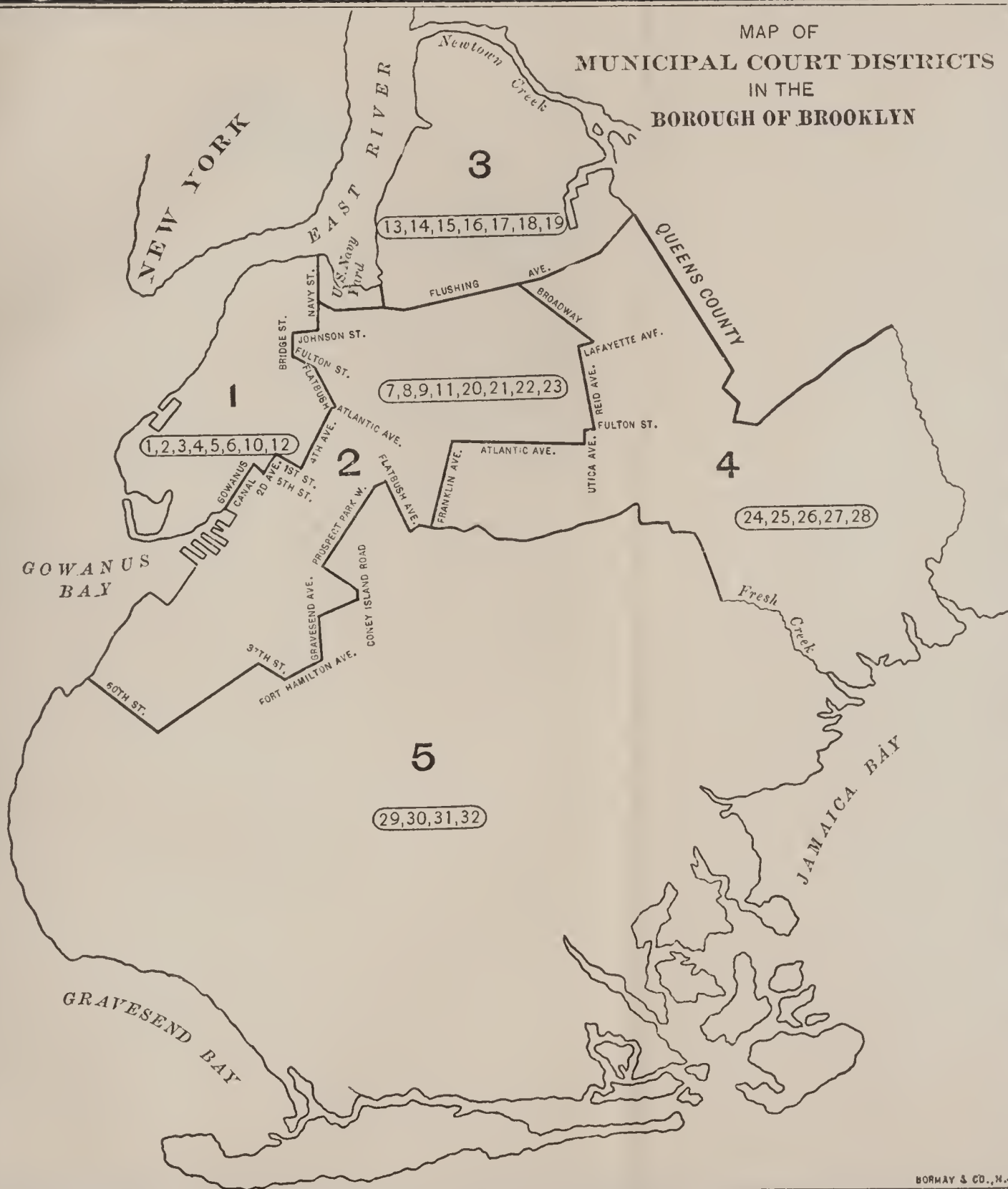
What persons are excluded from the right of suffrage?

Those convicted of bribery offered or accepted for voting at an election, or of any infamous crime.

Who has charge of the elections in New York City?

The counties of New York, Kings, Queens, Richmond, and Westchester constitute a metropolitan election district. The Governor, with the consent of the Senate, appoints a resident of one of the aforesaid counties, as State Superintendent of Elections for the Metropolitan Election Dis-

MAP OF
MUNICIPAL COURT DISTRICTS
IN THE
BOROUGH OF BROOKLYN



trict. His term is four years, and he has the powers of a Sheriff, with the duty of superintending all elections at which State officers are chosen. He may appoint a chief deputy, clerk and stenographer. Every deputy appointed by him possesses his power as a Sheriff.

The BOARD OF ELECTIONS, in accordance with State law, has exclusive management of elections within the city of New York. The board consists of four persons, called Commissioners of Elections, appointed by the Mayor for a term of two years, the term beginning at noon on the first day of an odd-numbered year. Each Commissioner must be a resident and elector of the city, and can hold no public office, except that of Commissioner of Deeds or notary-public, nor be a candidate for any elective office during his term. The salary is \$5000 a year. Not more than two of the said Commissioners may belong to the same political party. The county-committee of each of the two parties that in the counties of New York and Kings cast at the election of the preceding even-numbered year the highest and the next to the highest number of votes for Governor, recommends the persons to be appointed by the Mayor to the Board of Elections.

This board on or before the first day of September in each year appoints election officers for each election district, and fills any vacancy that may occur before the opening of the polls on election

day. These appointments are made from lists filed by the political parties represented on the Board of Election.

The Board of Elections has a general office in Manhattan, and a branch office in each of the other boroughs of the city.

What is an election district?

It is the territory within which the voters, entitled to vote at the polling place of that district, reside. It must be compact in form and wholly within one Assembly District. In the rural counties a town or ward may be an election district. In New York City the election districts are laid out, and may in accordance with law have their boundaries at times rearranged by the Board of Elections, but no election district can be laid out between July 1 and election day. Though the election districts in the city of New York vary in their area from a half block to many blocks, no block is divided other than obliquely from corner to corner, and the boundary lines always run in the middle of the street. An election district must be divided when it contains more than 650 *registered electors*.

In June, 1901, there were 1,537 election districts in the city. In June, 1900, there were 1,007,670 males of voting age, of whom 54 per cent were foreign born.

Who fixes the day for general elections?

It is fixed by law, is the same day throughout the State, and is the same day of the year as that fixed by the United States Constitution for the election of the President, the first Tuesday after the first Monday in November. The Presidential election occurs in leap years; the State Executive Officers are elected biennially, in even-numbered years, their election being at alternate times, simultaneous with that of the President; the municipal elections are in odd-numbered years; Assemblymen are elected annually; and State Senators every two years, in the even-numbered years. The Secretary of State, three months before each general election, transmits to every County Clerk and to the Board of Elections, a notice stating the day upon which an election shall be held, and all the officers, except city officials, who may be lawfully voted for at said election. Each County Clerk publishes such notice, except in New York City, where the County Clerk announces the county offices, and the City Clerk announces the city offices that are to be filled by election.

Where does every election have its beginnings?

In the Primaries, where the fundamental work of each political party as such is done.

What are Primaries?

The term PRIMARY ELECTION is applied to the preliminary meetings of the voters of any political party to nominate candidates for offices to be filled by the vote of the electors at the next subsequent election; or to choose delegates to a convention that will make such nomination, or to elect delegates to form party organizations.

How does an elector in New York City acquire the right to vote in the primaries of his election district?

At the time when an elector presents himself for registration as a voter at the next ensuing election, an enrollment blank, numbered to correspond with his number in the registry, is handed to him by an inspector, and he retires to the voting booth, where he may make a cross under the symbol of the party that he desires to support. He then encloses the blank in its accompanying envelope, and drops it into a ballot box, where it remains until the Tuesday following the election, when all the ballot boxes are carried to the Board of Election. There the envelopes are opened and the name of every registered elector, his residence and his party preference are recorded in the two books allotted to his election district. The enrollment blanks are preserved as evidence in case of dispute. The two enrollment books are the property of the Board of Elections, and are sent

to the election district to which they pertain, for use at all official primaries during the next calendar year. Duplicate books are used at unofficial primaries.

No elector may take part in a primary, unless his name stands in the enrollment book of his election district as a member of the party holding the primary.

An elector who changes his residence from one election district to another within the city may, upon making proper affidavit before the Board of Electors, have his name transferred to the enrollment books of the election district to which he has removed.

No elector who has enrolled in one political party is permitted to enroll in another political party sooner than the first day of the next ensuing registration.

Failure to enroll in a party organization does not affect the right of an elector to register for the purpose of voting at an election.

In a year when a President and a Vice-President of the United States are to be elected, an official primary election is held on the tenth Tuesday before the day of general election, and in other years is held on the seventh Tuesday before the day of general election. Such a day is known as the annual primary day, and each party then holds primary elections for the election of delegates to

various political conventions, and for the nomination of candidates to public offices.

In every year when a President and Vice-President of the United States are to be elected there is, on the last Tuesday in March, an additional official primary for the choice of delegates to State conventions and congressional district conventions.

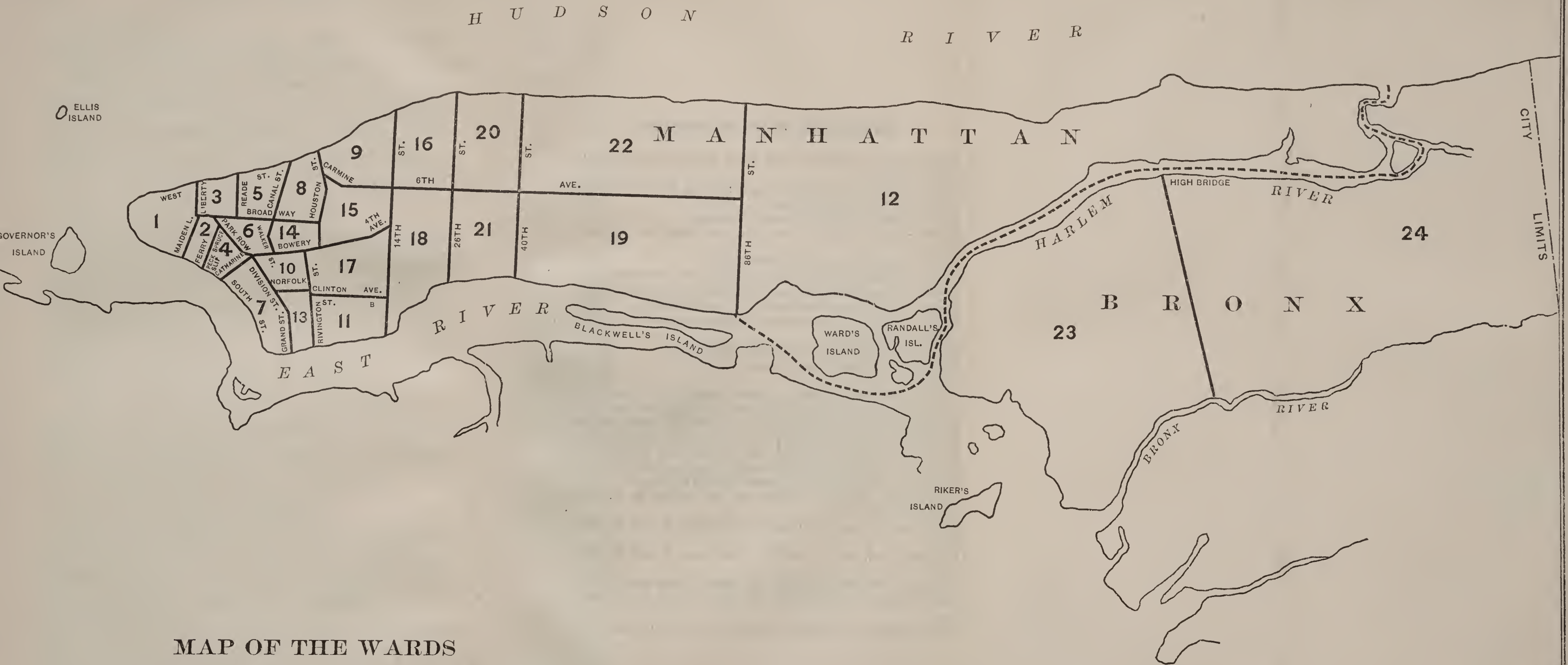
Where are the officers nominated?

Each is nominated at a nominating convention in the political division that afterward elects him. Each party holds its separate nominating convention, in each political division that is in the ensuing election to choose a local officer. A certificate of nomination is filed with the County Clerk and with the Board of Elections.

The city conventions for the nomination of Mayor, Comptroller and President of the Board of Aldermen are in each party made up of delegates from the Assembly Districts of the city.

How are Congressmen nominated?

Each Representative to the House is nominated as well as elected within his own Congressional District. The Nominating Convention in which he is nominated is made up of delegates from the Assembly Districts within that Congressional District. In the Republican party the unit of representation is the election district within the Assembly District. In the Democratic party the unit of representation is the entire Assembly District.



MAP OF THE WARDS
IN THE BOROUGH OF MANHATTAN
AND IN THE BOROUGH OF THE BRONX

MANHATTAN WARD BOUNDARIES.

FIRST — Bounded by Battery, East River, Maiden lane and Liberty st. and West st.

SECOND — Maiden lane and Liberty st., Broadway, Park row, Spruce and Ferry sts. and Peck slip, East River.

THIRD — Liberty st., West st., Reade, Broadway.

FOURTH — Spruce, Ferry sts. and Peck slip, South st., Catharine st., Park row.

FIFTH — Reade, West, Canal and Broadway.

SIXTH — Park row, Bowery, Walker and Canal sts., Broadway.

SEVENTH — Catharine, Division and Grand sts., East River, South st.

EIGHTH — Canal, West, West Houston sts. and Broadway.

NINTH — W. Houston, Cottage place, Bleecker, Carmine sts. and 6th av., W. 14th st., North River.

TENTH — Bowery, Rivington, Norfolk, Division sts.

ELEVENTH — Avenue B and Clinton st., Rivington st., East River, E. 14th st.

TWELFTH — E. and W. 86th st., North River, East River (including Ward's and Randall's Islands), Harlem River and Spuyten Duyvil Creek.

THIRTEENTH — Division and Grand sts., Norfolk, Rivington, East River.

FOURTEENTH — Walker and Canal sts., Broadway, E. Houston, Bowery.

FIFTEENTH — W. and E. Houston sts., Cottage place, Bleecker and Carmine sts. and 6th av., E. and W. 14th sts., Bowery and 4th av.

SIXTEENTH — W. 14th st., North River, W. 26th st., 6th av.

SEVENTEENTH — Rivington, Clinton sts. and Avenue B, E. 14th st., Bowery and 4th av.

EIGHTEENTH — E. and W. 14th sts., East River, E. and W. 26th sts., 6th av.

NINETEENTH — E. and W. 86th sts., East River, E. and W. 40th sts., 6th av.

TWENTIETH — W. 40th st., 6th av., W. 26th st., North River.

TWENTY-FIRST — E. and W. 40th sts., East River, E. and W. 26th sts., 6th av.

TWENTY-SECOND — W. 86th st., 6th av., 40th st., North River.

How is New York State represented in a National Nominating Convention?

By twice as many delegates as it has Representatives in Congress. The Assembly Districts send delegates to their own Congressional District Convention, and in each Congressional District two delegates to the National Convention are chosen. Two alternates are also chosen.

Besides these, the Assembly Districts send delegates to the State Convention, where four delegates at large are selected, with four alternates. All of these, twice 37 from the 37 Congressional Districts, and twice two in lieu of the two United States Senators, and the alternates, make up a body of 156, that may go as delegates from the Empire State to the National Nominating Convention, though only 78 may vote on any one ballot.

How many National Nominating Conventions are held in the same year?

Each political party holds one separately. It meets in the summer immediately preceding the Presidential election, and in a city designated by the party leaders. Each Convention is composed of delegates chosen by the voters of the party, and each State is alike entitled to twice as many delegates as it has persons representing it in Congress. Each party nominates, by a majority vote in its own National Convention, its candidate for

the Presidency and Vice-Presidency. All these voters in the nomination of a President are first themselves chosen at a Primary held either in an Assembly District or an election district.

How is the intention to vote indicated, and how is it possible to ascertain whether a man is a qualified elector?

Every voter must previously register. In towns and villages of five thousand and upward, voters are registered upon personal application only. In New York City the registration is conducted by the inspectors appointed for each election district by the Board of Elections, and must be completed at least ten days before each election. Opportunity for investigation is thus afforded to the election officers.

When and where does the elector register?

On the fourth Friday, fourth Saturday and the third Friday and third Saturday before every general election. In New York City the registration must be between seven o'clock A. M. and ten o'clock P. M., at the place appointed for the registration of voters, and an elector may legally register only in the election district where he resides.

How is an election conducted in New York City?

The polling-places are fixed and furnished by the Board of Elections, one in each election district. The places are designated on the first Tues-

day in September, and are first used for registration of the voters in the district.

On election day the time for voting is from six o'clock in the morning to five o'clock in the afternoon. The polling-place is in charge of four inspectors, two poll clerks, and two ballot clerks, and each class of these officers is equally divided between the two political parties which at the last preceding election for Governor polled the highest and the next to the highest number of votes for such office. These election officers are appointed for one year, and serve at every general and special election held within their districts during such term. No person can act who is not a qualified elector of the county in which he serves, and of good character, able to read and speak the English language understandingly and to write it legibly; nor can he be one who is employed in any public office paid for out of public moneys.

The voting booths are stalls three feet square, arranged within the voting room so that the voter while preparing his ballot in the booth is wholly screened from observation. Each booth is provided with a shelf and counter at the proper height for writing and is supplied with all materials necessary for marking or otherwise preparing the ballot. The number of booths must not be less than one for every 75 voters in the election district.

There must be a guard-rail, with an interval of six feet between it and the voting booth, and none but authorized persons are admitted within the guard-rail.

Any person who is a qualified voter may stand outside the guard-rail and challenge the right of any person to vote, or may require the name of any registered person to be marked for challenge.

No person, while the polls are open, is permitted to electioneer within one hundred feet of the polling-place.

On election day the list of all registered voters in the election district is in the hands of the election officers, and no person whose name does not appear on the list is permitted to vote.

The expenses of preparing, printing, and distributing the official ballots are borne by the municipal government. No other than the official ballots, prepared and printed under the direction of the election officers, can be used, and these are given out only within the polling-place, one to each voter as required. In this State the blanket ballot is used, the names of all the candidates for each office being printed on one sheet, those of the same party being arranged in a column under the accepted symbol of the party.

At one end of the ballot is a numbered stub, which can be removed without unfolding the ballot. Upon the back of the ballot is printed the number of the polling district, the Assembly Dis-

trict, the name of the borough, and the date of the election in which it is used.

The Inspectors are the same persons who have in that election district acted as registrars for the election, and who have administered to the electors the prescribed oath, and have recorded the street and number of the dwelling, house, room, and story in which the elector lives, with notes regarding his personal appearance, voice, nativity, and age. Each Inspector is provided with a copy of the registry, and no vote is received from any one whose name is not found on the registers.

On passing the guard-rail the voter gives his name to an Inspector, who announces it in a loud, clear voice. At least three of the four Inspectors must then find the name on their respective registers, and must declare that the person is a qualified voter before he can receive a ballot. The voter forthwith proceeds to a ballot clerk and gives his name and any other facts required, and the clerk announces the name in a loud, clear voice. If the vote is not challenged, or if the challenge be decided in his favor, one of the ballot clerks then delivers to the voter the official ballot or set of official ballots folded in a proper manner for voting. The voter thereupon enters a booth alone, and there marks his ballot. He is not allowed to make any other mark upon the official ballot than a cross (X) mark with a pencil having black

lead, or to write thereon the name of a person for whom he desires to vote.

The voter leaves the booth with his ballot folded, and proceeds straightway and offers it to the Inspector in charge of the ballot box. The Inspector announces the name of the voter and the printed number on the stub of the official ballot so delivered to him, and deposits the stub in one box and the ballot in another box. The voter then goes outside the guard-rail. He is then marked upon the register as having voted.

Official ballots are delivered in such order that the numerical order of the numbers printed on the stubs of the ballots so delivered is the same as the order of the successive deliveries thereof to the voters, the ballot numbered one on the stub being first delivered. If more than one ballot is given to the voter, on account of his having spoiled what was before delivered to him, every ballot so given must be delivered back to the Inspector before new ones can be claimed.

Any voter declaring under oath at the time of registration his inability to read, or such physical disability as prevents his preparing his ballot, may be accompanied into the booth, and may be assisted in preparing his ballot, by two Inspectors, one from each party represented on the Board of Elections.

Where can one find the list of voters in one's own election district in New York City?

Those who registered for the last general election have their names in the City Record, of which printed copies, one for each Assembly District, may be obtained at the office of the City Record in the City Hall.

After the ballots are cast on election day, what is done with them?

They are counted first without being unfolded, and the stubs are also counted. If the ballots exceed the number called for by the registry the excess is thrown out. The ballots are then publicly opened by the canvassers, who are the Inspectors, and all ballots of the same kind are put together and counted. An Inspector then proclaims the result, announcing the total number of votes received by each candidate.

The Inspectors in each election district send certified statements of the number of votes received by each candidate to the County Clerk of the county, to the chief clerk of the branch office of the Board of Elections in the borough in which the election district is located, to the Board of Elections, and to the City Clerk. All unused ballots and all stubs are returned to the Board of Elections.

In counties other than those included in the city of New York the sealed envelope sent to the

County Clerk is opened only by the County Board of Canvassers, which consists of the Board of Supervisors.

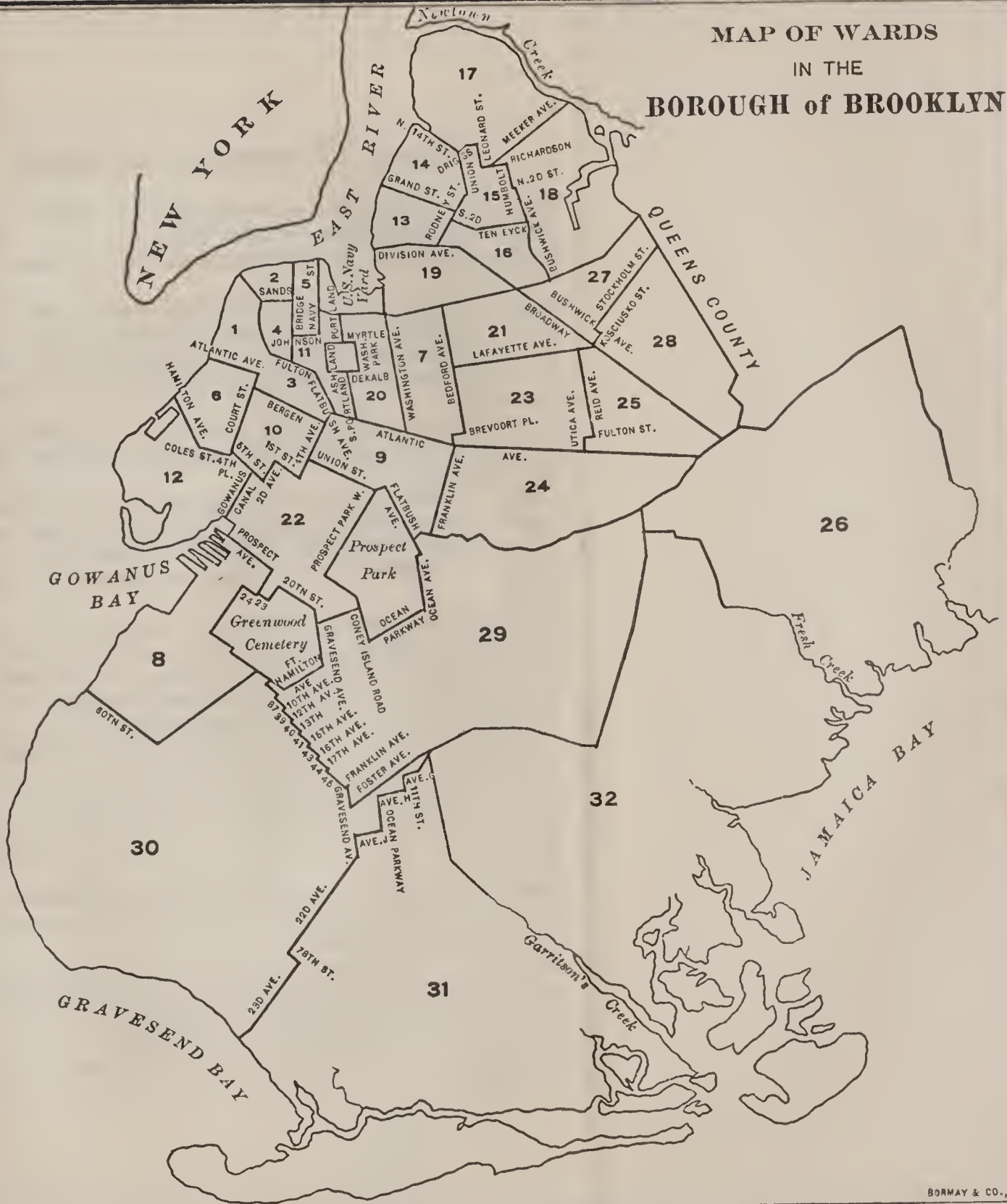
For the city of New York the Board of Elections constitutes the Board of Canvassers for the city officers, and the Board of Aldermen constitutes the Board of Canvassers for the counties within the city. On completion of the canvass a certificate of his election is transmitted to each elected officer.

If the election be one in which State officers are elected, records of the votes from the counties are transmitted to the Board of State Canvassers, which is composed of the Secretary of State, the Attorney-General, the Comptroller, the State Treasurer, the State Engineer and Surveyor. Any three of them form a quorum. They meet in the office of the Secretary of State or in that of the Treasurer or Comptroller, on or before the 15th of December after a general election, and canvass the votes from the counties, declare the final totals, and announce the result of the election.

When do elected officers in New York City assume the duties of their respective offices?

Having been elected in November in an odd year, they assume office at noon on the first day of the following January, the beginning of an even year.

MAP OF WARDS IN THE BOROUGH of BROOKLYN



BROOKLYN ASSEMBLY DISTRICTS.

FIRST — Election Districts 2 to 15 inclusive of the 1st Ward ; the 3d Ward and the 1st Election District of the 6th Ward.

SECOND — The 2d, 4th and 5th Wards, and the 1st Election District of the 1st Ward.

THIRD — Election Districts 2 to 25 inclusive of the 6th Ward.

FOURTH — The 7th Ward, and Election Districts 1 to 7 inclusive of the 19th Ward, and Election Districts 1 to 3 inclusive of the 21st Ward.

FIFTH — The 13th Ward, and Election Districts 8 to 24 inclusive of the 19th Ward.

SIXTH — Election Districts 4 to 35 inclusive of the 21st Ward.

SEVENTH — Election Districts 7 to 23 inclusive of the 8th Ward, and the 30th and 31st Wards.

EIGHTH — Election Districts 1 to 22 inclusive of the 10th Ward.

NINTH — The 12th Ward, and Election Districts 1 to 6 inclusive of the 8th Ward, and Election Districts 23, 24 and 25 of the 10th Ward.

TENTH — The 20th Ward, and Election Districts 1 to 13 inclusive of the 11th Ward.

ELEVENTH — The 9th Ward, and Election Districts 14 to 17 inclusive of the 11th Ward, and Election Districts 1 to 3 inclusive of the 22d Ward.

TWELFTH — Election Districts 4 to 34 inclusive of the 22d Ward.

THIRTEENTH — Election Districts 4 to 20 inclusive of the 15th Ward, and Election Districts 16 to 31 inclusive of the 17th Ward.

FOURTEENTH — Election Districts 1 to 15 inclusive of the 14th Ward, and Election Districts 1 to 15 inclusive of the 17th Ward.

FIFTEENTH — The 16th Ward, the 16th Election District of the 14th Ward, and Election Districts 1 to 3 inclusive of the 15th Ward.

SIXTEENTH — The 25th Ward, and Election Districts 30 to 34 inclusive of the 23d Ward.

SEVENTEENTH — Election Districts 1 to 29 inclusive of the 23d Ward.

EIGHTEENTH — The 24th, 29th and 32d Wards, and Election Districts 35 to 37 inclusive of the 23d Ward.

NINETEENTH — The 18th Ward, and Election Districts 1 to 12 inclusive of the 27th Ward, and the 1st Election District of the 28th Ward.

TWENTIETH — Election Districts 13 to 19 inclusive of the 27th Ward, and Election Districts 2 to 24 inclusive of the 28th Ward.

TWENTY-FIRST — The 26th Ward, and Election Districts 25 to 31 inclusive of the 28th Ward.

*Whose is the fault when the laws are bad, or when
the laws are badly administered?*

Every fault of government has its origin in the fault of the voter. Only by the expression of right character through the ballot, from the first cast for a delegate from the Primary to the last cast for President, can we maintain that Liberty whose unvarying price is Eternal Vigilance.

“Not lightly fall
Beyond recall
The written scrolls a breath can float;
The crowning fact,
The kingliest act
Of freedom, is the freeman’s vote.”
Whittier.

| STATES AND TERRITORIES. | Gross area | Water surface. | Land surface. |
|----------------------------|------------|----------------|---------------|
| Total | 3,622,933 | *55,562 | *2,970,038 |
| Alabama | 52,250 | 710 | 51,540 |
| Alaska | 590,884 | | |
| Arizona | 113,020 | 100 | 112,920 |
| Arkansas | 53,850 | 805 | 53,045 |
| California | 158,360 | 2,380 | 155,980 |
| Colorado | 103,925 | 280 | 103,645 |
| Connecticut | 4,990 | 145 | 4,845 |
| Delaware | 2,050 | 90 | 1,960 |
| District of Columbia | 70 | 10 | 60 |
| Florida | 58,680 | 4,440 | 54,240 |
| Georgia | 59,475 | 495 | 58,980 |
| Hawaii | 6,449 | | |
| Idaho | 84,800 | 510 | 84,290 |
| Illinois | 56,650 | 650 | 56,000 |
| Indiana | 36,350 | 440 | 35,910 |
| Indian Territory | 31,400 | 400 | 31,000 |
| Iowa | 56,025 | 550 | 55,475 |
| Kansas | 82,080 | 380 | 81,700 |
| Kentucky | 40,400 | 400 | 40,000 |
| Louisiana | 48,720 | 3,300 | 45,420 |
| Maine | 33,040 | 3,145 | 29,895 |
| Maryland | 12,210 | 2,350 | 9,860 |
| Massachusetts | 8,315 | 275 | 8,040 |
| Michigan | 58,915 | 1,485 | 57,430 |
| Minnesota | 83,365 | 4,160 | 79,205 |
| Mississippi | 46,810 | 470 | 46,340 |
| Missouri | 69,415 | 680 | 68,735 |
| Montana | 146,080 | 770 | 145,310 |
| Nebraska | 77,510 | 670 | 76,840 |
| Nevada | 110,700 | 960 | 109,740 |
| New Hampshire | 9,305 | 300 | 9,005 |
| New Jersey | 7,815 | 290 | 7,525 |
| New Mexico | 122,580 | 120 | 122,460 |
| New York | 49,170 | 1,550 | 47,620 |
| North Carolina | 52,250 | 3,670 | 48,580 |
| North Dakota | 70,795 | 600 | 70,195 |
| Ohio | 41,060 | 300 | 40,760 |
| Oklahoma | 39,030 | 200 | 38,830 |
| Oregon | 96,030 | 1,470 | 94,560 |
| Pennsylvania | 45,215 | 230 | 44,985 |
| Rhode Island | 1,250 | 197 | 1,053 |
| South Carolina | 30,570 | 400 | 30,170 |
| South Dakota | 77,650 | 800 | 76,850 |
| Tennessee | 42,050 | 300 | 41,750 |
| Texas | 265,780 | 3,490 | 262,290 |
| Utah | 84,970 | 2,780 | 82,190 |
| Vermont | 9,565 | 430 | 9,135 |
| Virginia | 42,450 | 2,325 | 40,125 |
| Washington | 69,180 | 2,300 | 66,880 |
| West Virginia | 24,780 | 135 | 24,645 |
| Wisconsin | 56,040 | 1,590 | 54,450 |
| Wyoming | 97,890 | 315 | 97,575 |

* Exclusive of Alaska and Hawaii.

| STATES AND TERRITORIES. | Pop., 1901. | REPRESENT- ATIVES. |
|---------------------------|-------------|-----------------------|
| The United States..... | 76,303,387 | 386 |
| Alabama..... | 1,828,697 | 9 |
| Arkansas..... | 1,311,564 | 7 |
| California..... | 1,485,053 | 8 |
| Colorado..... | 539,700 | 3 |
| Connecticut..... | 908,420 | 5 |
| Delaware..... | 184,735 | 1 |
| Florida..... | 528,542 | 3 |
| Georgia..... | 2,216,331 | 11 |
| Idaho..... | 161,772 | 1 |
| Illinois..... | 4,821,550 | 25 |
| Indiana..... | 2,516,462 | 13 |
| Iowa..... | 2,231,853 | 11 |
| Kansas..... | 1,470,495 | 8 |
| Kentucky..... | 2,147,174 | 11 |
| Louisiana..... | 1,381,625 | 7 |
| Maine..... | 694,466 | 4 |
| Maryland..... | 1,188,044 | 6 |
| Massachussets..... | 2,805,346 | 14 |
| Michigan..... | 2,420,982 | 12 |
| Minnesota..... | 1,751,394 | 9 |
| Mississippi..... | 1,551,270 | 8 |
| Missouri..... | 3,106,665 | 16 |
| Montana..... | 243,329 | 1 |
| Nebraska..... | 1,066,300 | 6 |
| Nevada..... | 42,335 | 1 |
| New Hampshire..... | 411,588 | 2 |
| New Jersey..... | 1,883,669 | 10 |
| New York..... | 7,268,894 | 37 |
| North Carolina..... | 1,893,810 | 10 |
| North Dakota..... | 319,146 | 2 |
| Ohio..... | 4,157,545 | 21 |
| Oregon..... | 413,536 | 2 |
| Pennsylvania..... | 6,302,115 | 32 |
| Rhode Island..... | 428,556 | 2 |
| South Carolina..... | 1,340,316 | 7 |
| South Dakota..... | 401,570 | 2 |
| Tennessee..... | 2,020,616 | 10 |
| Texas..... | 3,048,710 | 16 |
| Utah..... | 276,749 | 1 |
| Vermont..... | 343,641 | 2 |
| Virginia..... | 1,854,184 | 10 |
| Washington..... | 518,103 | 3 |
| West Virginia..... | 958,800 | 5 |
| Wisconsin..... | 2,069,042 | 11 |
| Wyoming..... | 92,531 | 1 |
| Total for 45 states..... | 74,607,225 | |
| Alaska..... | 63,592 | |
| Arizona..... | 122,931 | |
| District of Columbia..... | 278,718 | |
| Hawaii..... | 154,001 | |
| Indian Territory..... | 392,060 | |
| New Mexico..... | 195,310 | |
| Oklahoma..... | 398,331 | |

COUNTIES OF NEW YORK STATE

The population is taken from the United States Census of 1900. The area of the counties is taken mainly from the Government Red-Book, dated 1875, no more trustworthy survey being found.

| COUNTIES IN STATE. | POPULATION 1900. | AREA Sq. M. | SIXTY-ONE COUNTY SEATS. |
|-----------------------|---------------------|----------------|----------------------------|
| Albany..... | 165,571 | 514 | Albany |
| Allegany | 41,501 | 1033 | Belmont |
| Broome | 69,149 | 706 | Binghamton |
| Cattaraugus .. . | 65,643 | 1334 | Little Valley |
| Cayuga | 66,234 | 756 | Auburn |
| Chautauqua | 88,314 | 1099 | Mayville |
| Chemung | 54,063 | 406 | Elmira |
| Chenango. | 36,568 | 898 | Norwich |
| Clinton..... | 47,430 | 1092 | Plattsburg |
| Columbia | 43,211 | 688 | Hudson |
| Cortland | 27,576 | 485 | Cortland |
| Delaware..... | 46,413 | 1580 | Delhi |
| Dutchess..... | 81,670 | 810 | Poughkeepsie |
| Erie..... | 433,686 | 1071 | Buffalo |
| Essex | 30,707 | 1926 | Elizabethtown |
| Franklin | 42,853 | 1718 | Malone |
| Fulton | 42,842 | 544 | Johnstown |
| Genesee..... | 34,561 | 507 | Batavia |
| Greene | 31,478 | 686 | Catskill |
| Hamilton..... | 4,947 | 1745 | Lake Pleasant |
| Herkimer | 51,049 | 1745 | Herkimer |
| Jefferson | 76,748 | 1868 | Watertown |
| Kings..... | 1,166,582 | 72 | Brooklyn |
| Lewis..... | 27,427 | 1288 | Lowville |
| Livingston | 37,059 | 655 | Geneseo |
| Madison..... | 40,545 | 670 | Morrisville |

COUNTIES OF NEW YORK STATE—*Continued*

| COUNTIES IN STATE. | POPULATION 1900. | AREA. SQ. M. | SIXTY-ONE COUNTY SEATS. |
|-----------------------|---------------------|-----------------|----------------------------|
| Monroe | 217,854 | 682 | Rochester |
| Montgomery..... | 47,488 | 214 | Fonda |
| Nassau..... | 55,488 | 382 | Mineola |
| New York..... | 2,050,600 | 62 | N. Y. City |
| Niagara | 74,961 | 558 | Lockport |
| Oneida..... | 132,800 | 1215 | Utica and Rome |
| Onondaga..... | 168,735 | 812 | Syracuse |
| Ontario..... | 49,605 | 640 | Canandaigua |
| Orange..... | 103,859 | 838 | Goshen |
| Orleans | 30,164 | 405 | Albion |
| Oswego | 70,881 | 1038 | Oswego |
| Otsego | 48,939 | 1038 | Cooperstown |
| Putnam | 13,787 | 234 | Carmel |
| Queens..... | 152,999 | 128 | Jamaica |
| Rensselaer | 121,697 | 690 | Troy |
| Richmond..... | 67,021 | 59 | Richmond |
| Rockland | 38,298 | 208 | New City |
| St. Lawrence | 89,083 | 2880 | Canton |
| Saratoga | 61,089 | 862 | Ballston |
| Schenectady..... | 46,852 | 221 | Schenectady |
| Schoharie | 26,854 | 675 | Schoharie |
| Schuyler | 15,811 | 352 | Watkins |
| Seneca | 28,114 | 420 | Ovid |
| Steuben | 82,822 | 1425 | Bath |
| Suffolk | 77,582 | 1200 | Riverhead |
| Sullivan | 32,306 | 1082 | Monticello |
| Tioga | 27,951 | 542 | Owego |
| Tompkins | 33,830 | 506 | Ithaca |
| Ulster | 88,422 | 1204 | Kingston |
| Warren | 29,943 | 968 | Lake George |
| Washington | 45,624 | 850 | Argyle |
| Wayne | 48,660 | 624 | Lyons |
| Westchester | 184,257 | 506 | White Plains |
| Wyoming | 30,413 | 590 | Warsaw |
| Yates | 20,318 | 320 | Penn Yan |

FOREIGN BORN POPULATION OF NEW YORK CITY, DISTRIBUTED ACCORDING TO COUNTRY OF BIRTH, 1900.

| | |
|-------------------------|-----------|
| Total | 1,270,080 |
| Germany | 322,843 |
| Ireland | 275,102 |
| Russia | 155,201 |
| Italy..... | 145,433 |
| Austria | 71,427 |
| England | 68,836 |
| Hungary..... | 31,516 |
| Sweden | 28,320 |
| Poland (Russian) | 25,231 |
| Scotland | 19,836 |
| Canada (English) | 19,399 |
| Bohemia..... | 15,055 |
| France | 14,755 |
| Norway..... | 11,387 |
| Switzerland | 8,371 |
| Denmark | 5,621 |
| Poland (Austrian) | 3,995 |
| Canada (French)..... | 2,527 |
| Holland | 2,608 |
| Poland (German)..... | 1,881 |
| Poland (Unknown)..... | 1,766 |
| Wales | 1,686 |
| Mexico | 282 |
| Other Countries | 37,502 |

The native white persons born of native parents were 368,008 males and 369,469 females, or 21 per cent. of the total population. The native white persons born of foreign parents were 673,937 males and 697,566 females, or 40 per cent. of the total population.

Negroes and persons of negro descent numbered 60,666. The total colored population, including Chinese and Japanese, numbered 67,304.

Total population of New York City, 3,437,202.

OFFICIAL DIRECTORY

The public offices of the city are generally open for business on week-days, other than holidays, from 9 o'clock A. M. to 4 o'clock P. M., except on Saturdays, when they close at noon. The offices of clerks of the courts are open during the same hours.

EXECUTIVE DEPARTMENT.

Mayor's Office, No. 6 City Hall.

Seth Low, Mayor.

James B. Reynolds, Secretary.

William J. Moran, Assistant Secretary and Chief Clerk of the Mayor.

BOROUGH OFFICERS.

Borough of Manhattan.

Office of the President, Nos. 10, 11 and 12 City Hall.

Jacob A. Cantor, President.

George W. Blake, Secretary.

Perez M. Stewart, Superintendent of Buildings.

George Livingston, Commissioner of Public Works.

Richard E. Taylor, Superintendent of Baths.

William H. Walker, Superintendent of Public Buildings and Offices.

William H. Michales, Superintendent of Sewers.

James G. Collins, Superintendent of Highways.

Borough of the Bronx.

Office of the President, Corner Third Avenue and 177th Street.

Louis F. Haffen, President.

Michael J. Garvin, Superintendent of Buildings.

Borough of Brooklyn.

Office of the President, No. 11 Borough Hall.

J. Edward Swanstrom, President.

William C. Redfield, Commissioner of Public Works.

William M. Calder, Superintendent of Buildings.

Borough of Queens.

Office of the President, Long Island City.

Joseph Cassidy, President.

George S. Jarvis, Secretary to the President.

Joseph Bermel, Commissioner of Public Works.

Samuel Grennon, Superintendent of Highways.

Joseph P. Powers, Superintendent of Buildings.

Philip T. Cronin, Superintendent of Public Buildings and Offices.

Matthew J. Goldner, Superintendent of Sewers.

Borough of Richmond.

Office of the President, First National Bank Building,
New Brighton.

George Cromwell, President.

LAW DEPARTMENT.

Office of Corporation Counsel, Staats-Zeitung Building, Tryon Row, Third and Fourth Floors.

George L. Rives, Corporation Counsel.

DEPARTMENT OF FINANCE.

Stewart Building, Chambers Street and Broadway.

Edward M. Grout, Comptroller.

POLICE DEPARTMENT.

Central Office, No. 300 Mulberry Street.

John N. Partridge, Commissioner.

Nathaniel B. Thurston, First Deputy Commissioner.

Frederick H. E. Ebstein, Second Deputy Commissioner.

FIRE DEPARTMENT.

Headquarters, Nos. 157 and 159 East Sixty-seventh Street.

Thomas Sturgis, Fire Commissioner.

Richard H. Laimbeer, Jr., Deputy Commissioner, Boroughs of Brooklyn and Queens.

Edward F. Croker, Chief of Department and in Charge of Fire-Alarm Telegraph.

Central Office open at all hours.

DEPARTMENT OF WATER SUPPLY, GAS AND ELECTRICITY.

Nos. 13 to 21 Park Row.

J. Hampden Dougherty, Commissioner.

James H. Haslin, Deputy Commissioner, Borough of Manhattan.

James Moffett, Deputy Commissioner, Borough of Brooklyn, Municipal Building, Brooklyn.

George Wallace, Sr., Deputy Commissioner, Borough of Queens, Long Island City.

Thomas J. Mulligan, Deputy Commissioner, Borough of the Bronx, Crotona Park Building.

Henry P. Morrison, Deputy Commissioner, Borough of Richmond. Office, Richmond Building, corner Richmond Terrace and York Avenue, New Brighton, S. I.

DEPARTMENT OF STREET CLEANING.

Nos. 13 to 21 Park Row.

John McGaw Woodbury, Commissioner.

F. M. Gibson, Deputy Commissioner for Borough of Manhattan.

Patrick H. Quinn, Deputy Commissioner for Borough of Brooklyn, Room 37, Municipal Building.

Joseph Liebertz, Deputy Commissioner for Borough of the Bronx, No. 534 Willis Avenue.

James F. O'Brien, Deputy Commissioner for Borough of Queens, No. 48 Jackson Avenue, Long Island City.

DEPARTMENT OF BRIDGES.

Nos. 13 to 21 Park Row.

Gustav Lindenthal, Commissioner.

Thomas H. York, Deputy.

Samuel R. Probasco, Chief Engineer.

Matthew H. Moore, Deputy for Bronx.

Harry Beam, Deputy for Brooklyn.

John E. Backus, Deputy for Queens.

DEPARTMENT OF PARKS.

William R. Willcox, Commissioner of Parks of the City of New York, having administrative jurisdiction in the Boroughs of Manhattan and Richmond and President of the Park Board.

Willis Holly, Secretary, Park Board.

Offices, Arsenal, Central Park.

Richard Young, Commissioner of Parks of the City of New York, having administrative jurisdiction in the Boroughs of Brooklyn and Queens.

Offices, City Hall, Brooklyn, and Litchfield Mansion, Prospect Park.

John E. Eustis, Commissioner of Parks of the City of New York, having administrative jurisdiction in the Borough of the Bronx.

Offices, Zbrowski Mansion, Claremont Park.

DEPARTMENT OF DOCKS AND FERRIES.

Pier A, North River, Battery Place.

McDougall Hawkes, Commissioner.

TENEMENT-HOUSE DEPARTMENT.

Office, No. 61 Irving Place, Cor. 18th St.

Robert W. De Forrest, Commissioner.

Lawrence Veiller, First Deputy Tenement-House Commissioner.

Wesley C. Bush, Second Deputy Tenement-House Commissioner.

DEPARTMENT OF PUBLIC CHARITIES.

Central Office, Foot of East Twenty-sixth Street.

Homer Folks, President of the Board; Commissioner for Manhattan and Bronx.

James E. Dougherty, First Deputy Commissioner.

Charles E. Teagle, Second Deputy Commissioner, for Brooklyn and Queens, Nos. 126 and 128 Livingston Street, Brooklyn.

Department for Care of Destitute Children, No. 66 Third Avenue, 8:30 A. M. to 4:30 P. M.

DEPARTMENT OF CORRECTION.

Central Office, No. 148 East Twentieth Street.

Thomas W. Hynes, Commissioner.

Alexander C. MacNulty, Deputy Commissioner.

John Morrissey Gray, Deputy Commissioner for Boroughs of Brooklyn and Queens.

DEPARTMENT OF HEALTH.

Southwest Corner of Fifty-fifth Street and Sixth Avenue, Manhattan.

Burial Permit and Contagious Disease Offices Always Open.

Ernest J. Lederle, Commissioner.

Charles F. Roberts, M.D., Sanitary Superintendent.

Frederick H. Dillingham, M.D., Assistant Sanitary Superintendent, Borough of Manhattan.

Eugene Monahan, M.D., Assistant Sanitary Superintendent, Borough of the Bronx.

Robert A. Black, M.D., Assistant Sanitary Superintendent, Borough of Brooklyn.

Obed L. Lusk, M.D., Assistant Sanitary Superintendent, Borough of Queens.

John L. Feeny, M.D., Assistant Sanitary Superintendent, Borough of Richmond.

DEPARTMENT OF EDUCATION.

Board of Education.

Park Avenue and Fifty-ninth Street, Borough of Manhattan.

DEPARTMENT OF TAXES AND ASSESSMENTS.

Stewart Building, Corner Chambers Street and Broadway.

James L. Wells, President of the Board; Samuel Strassbourger, William L. Cogswell, George J. Gillespie, Rufus L. Scott, Commissioners.

MUNICIPAL CIVIL SERVICE COMMISSION.

No. 346 Broadway.

Willis L. Ogden, Alexander T. Mason, Cornelius Vanderbilt, William A. Perrine, William N. Dykeman, Theodore M. Banta and Nelson S. Spencer, Commissioners.

George A. McAneny, Secretary.

BOARD OF ELECTIONS.

Commissioners—John R. Vooghis, President; Charles B. Page, Secretary; John Maguire, Michael J. Dady.

Headquarters, General Office, No. 301 Mott Street.

A. C. Allen, Chief Clerk of the Board.

Office, Borough of Manhattan, No. 301 Mott Street.

William C. Baxter, Chief Clerk.

Office, Borough of the Bronx, 138th Street and Mott Avenue, Solingen Building.

Cornellus A. Bunner, Chief Clerk.

Office, Borough of Brooklyn, No. 42 Court Street.

George Russell, Chief Clerk.

Office, Borough of Queens, No. 51 Jackson Avenue, Long Island City.

Carl Voegel, Chief Clerk.

Office, Borough of Richmond, Staten Island Savings Building, Stapleton, S. I.

Alexander M. Ross, Chief Clerk.

NEW YORK COUNTY CLERK'S OFFICE.

Nos. 8, 9, 10 and 11 County Court House, City Hall Park.

Thomas L. Hamilton, County Clerk.

KINGS COUNTY CLERK'S OFFICE.

Hall of Records, Brooklyn.

Charles J. Hartzheim, County Clerk.

QUEENS COUNTY CLERK'S OFFICE

Jamaica, N. Y., Fourth Ward, Borough of Queens.

Office Hours: April 1 to October 1, 8 A. M. to 5 P. M.
October 1 to April 1, 9 A. M. to 5 P. M.; Saturdays, to 12 M.

County and Supreme Court held at the Queens County Court House, Long Island City. Court Opens 9:30 A. M., to adjourn 5 P. M.

James Ingram, County Clerk.

RICHMOND COUNTY CLERK'S OFFICE.

County Office Building, Richmond, S. I.

Edward M. Muller, County Clerk.

NEW YORK COUNTY DISTRICT ATTORNEY.

Office, Criminal Court Building, Centre St., Cor. Franklin St.

William Travers Jerome, District Attorney.

KINGS COUNTY DISTRICT ATTORNEY.

Office, County Court House, Borough of Brooklyn.

John F. Clarke, District Attorney.

QUEENS COUNTY DISTRICT ATTORNEY.

Office, County Court House, Long Island City.

John B. Merrill, District Attorney.

RICHMOND COUNTY DISTRICT ATTORNEY.

Office, Port Richmond, S. I.

Edward S. Rawson, District Attorney.

CORONERS.

Borough of Manhattan.

Office, New Criminal Court Building. Open at all times of day and night.

Edward T. Fitzpatrick, Nicholas T. Brown, Gustav Schoier, Moses J. Jackson.

Borough of the Bronx.

No. 761 East 166th Street. Open from 8 A. M. to 12 midnight.

William O'Gorman, Jr., Joseph J. Berry.

Borough of Brooklyn.

Office, Room 17, Borough Hall. Open at all times of day and night, except between the hours of 12 M. and 5 P. M., on Sundays and holidays.

Philip T. Williams, Michael J. Flaherty.

Borough of Queens.

Office, Borough Hall, Fulton Street, Jamaica, L. I.
Samuel D. Nutt, Leonard Ruoff, Jr., Martin Mager, Jr.

Borough of Richmond.

No. 64 New York Avenue, Rosebank.

Open for the transaction of business all hours of the day and night.

George F. Schaeffer, Michael Cahill.

NEW YORK COUNTY SURROGATE'S COURT.

New County Court House. Court open from 9 A. M. to 4 P. M., except Saturdays, when it closes at 12 M.

Frank T. Fitzgerald, Abner C. Thomas, Surrogates;
William V. Leary, Chief Clerk.

KINGS COUNTY SURROGATE'S COURT.

Hall of Records, Brooklyn.

James C. Church, Surrogate.

Michael F. McGoldrick, Chief Clerk.

Court opens at 10 A. M.

COUNTY JUDGE AND SURROGATE.

County Office Building, Richmond, S. I.

Stephen D. Stevens, County Judge.

PUBLIC ADMINISTRATOR, NEW YORK COUNTY.

No. 119 Nassau Street.

William M. Hoes, Public Administrator.

PUBLIC ADMINISTRATOR, KINGS COUNTY.

No. 189 Montague Street, Brooklyn.

William B. Davenport, Public Administrator.

PUBLIC ADMINISTRATOR, QUEENS COUNTY.

No. 103 Third St., Long Island City.

Charles A. Wadley, Public Administrator.

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Stewart Building, Broadway and Chambers Street.

William J. O'Brien, Sheriff ; E. C. Moen, Under-Sheriff

SHERIFF'S OFFICE, KINGS COUNTY.

County Court House, Brooklyn.

Charles Guden, Sheriff.

SHERIFF'S OFFICE, QUEENS COUNTY.

County Court House, Long Island City.

Joseph H. De Bragga, Sheriff.

SHERIFF'S OFFICE, RICHMOND COUNTY.

County Court House, Richmond, S. I.

Franklin C. Vitt, Sheriff.

REGISTER'S OFFICE, NEW YORK COUNTY.

East Side City Hall Park.

John H. J. Ronner, Register.

REGISTER'S OFFICE, KINGS COUNTY.

Hall of Records.

John K. Neal, Register.

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Room 127 Stewart Building, Chambers Street and Broadway.

Charles Welde, Commissioner.

COMMISSIONER OF JURORS, KINGS COUNTY.

5 Court House.

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NEW YORK COUNTY JAIL.

No. 70 Ludlow Street, 6 A. M. to 10 P. M., Daily.
 Thomas H. Sullivan, Warden.

KINGS COUNTY JAIL.

Raymond Street, between Willoughby Street and DeKalb Avenue, Brooklyn, New York.
 Richard Bergin, Warden.

APPELLATE DIVISION, SUPREME COURT, FIRST JUDICIAL DEPARTMENT.

Court House, Madison Avenue, Corner Twenty-fifth Street.
 Court opens at 1 P. M.

Charles H. Van Brunt, Presiding Justice; Chester B. McLaughlin, Edward Patterson, Morgan J. O'Brien, George L. Ingraham, Edward W. Hatch, Frank C. Loughlin, Justices; Alfred Wagstaff, Clerk.

CRIMINAL DIVISION, SUPREME COURT.

New Criminal Court Building, Centre Street. Court opens at 10:30 o'clock, A. M.

Edward R. Carroll, Clerk. Hours from 10 A. M. to 4 P. M.

SUPREME COURT.

Court House, City Hall Park and Chambers Street, 10:30 A. M. to 4 P. M.

Justices—George C. Barrett, Charles H. Truax, Charles F. Maclean, James Fitzgerald, Miles Beach, David Leventritt, Leonard A. Gelgerich, Henry Bischoff, Jr., John J. Freedman, George P. Andrews, P. Henry Dugro, John Proctor Clarke, Henry A. Gildersleeve, Francis M. Scott, James A. A. O'Gorman, James A. Blanchard, Samuel Greenbaum, Alfred Steckler. Thomas L. Hamilton, Clerk.

Naturalization Bureau, Room 38.

COUNTY COURT, KINGS COUNTY.

County Court House, Brooklyn, Rooms 10, 22, 23 and 27.
 Court opens 10 A. M. daily, and sits until business is completed.

Joseph Aspinall and Frederick C. Crane, County Judges.
 Julius S. Wleman, Chief Clerk.

QUEENS COUNTY COURT.

County Court House, Long Island City.

County Court opens at 9:30 A. M.; adjourns at 5 P. M.
 County Judge's office always open at Flushing, N. Y.
 Harrison S. Moore, County Judge.

CITY COURT OF THE CITY OF NEW YORK.

No. 32 Chambers Street, Brownstone Building, City Hall Park, from 10 A. M. to 4 P. M.

James M. Fitzsimmons, Chief Justice; John H. McCarthy, Lewis J. Conlan, Edward F. O'Dwyer, Theodore F.

Hascall, Francis B. Delehanty, Samuel Seabury, Justices.
Thomas F. Smith, Clerk.

COURT OF GENERAL SESSIONS.

Held in the Building for Criminal Courts, Centre, Elm, White and Franklin Streets. Court opens at half-past 10 o'clock.

Rufus B. Cowing, City Judge; John W. Goff, Recorder; Joseph E. Newburger, Martin T. McMahon and Warren W. Foster, Judges of the Court of General Sessions. Edward R. Carroll, Clerk.

COURTS OF SPECIAL SESSIONS.

First Division—Building for Criminal Courts, Centre Street, between Franklin and White Streets, Borough of Manhattan. Court opens at 10 A. M.

Justices—Elizur B. Hinsdale, William E. Wyatt, John B. McKean, William C. Holbrook, Julius M. Mayer; William M. Fuller, Clerk; Joseph H. Jones, Deputy Clerk.

Second Division—Borough Hall, Brooklyn. Trial days—Mondays, Wednesdays and Fridays at 10 o'clock; Town Hall Jamaica, Borough of Queens, Tuesdays, at 10 o'clock; Town Hall, New Brighton, Borough of Richmond, Thursdays, at 10 o'clock.

Justices—John Courtney, Howard J. Forker, Patrick Keady, John Fleming, Thomas W. Fitzgerald. Joseph L. Kerrigan, Clerk; John J. Dorman, Deputy Clerk.

CITY MAGISTRATES' COURTS.

FIRST DIVISION.

Manhattan and the Bronx.

City Magistrates—Henry A. Brann, Robert C. Cornell, Leroy B. Crane, Joseph M. Deuel, Charles A. Flammer, Lorenz Zeller, Clarence W. Meade, John O. Mott, Joseph Pool, John B. Mayo, Edward Hogan, Willard H. Olmstead.

Philip Bloch, Secretary.

First District—Criminal Court Building.

Second District—Jefferson Market.

Third District—No. 69 Essex Street.

Fourth District—Fifty-seventh Street, near Lexington Avenue.

Fifth District—One Hundred and Twenty-first Street, southeastern corner of Sylvan Place.

Sixth District—One Hundred and Fifty-eighth Street and Third Avenue.

Seventh District—Fifty-fourth street, west of Eighth Avenue.

SECOND DIVISION.

Borough of Brooklyn.

City Magistrates—Alfred E. Steers, A. V. B. Voorhees, Jr., James G. Tighe, Walter L. Durack, J. Lott Nostrand, Charles S. Devoy, William Watson, Raymond B. Ingersoll, William Kramer, William Brennan.

First District—No. 318 Adams Street.
 Second District—Court and Butler Streets.
 Third District—Myrtle and Vanderbilt Avenues.
 Fourth District—Lee Avenue and Clymer Street.
 Fifth District—Manhattan Avenue and Powers Street.
 Sixth District—Gates and Reid Avenues.
 Seventh District—Grant Street (Flatbush).
 Eighth District—West Eighth Street (Coney Island).

Borough of Queens.

City Magistrates—Matthew J. Smith, Luke J. Connorton,
 Edmund J. Healy.

First District—Long Island City.
 Second District—Flushing.
 Third District—Far Rockaway.

Borough of Richmond.

City Magistrates—John Croak, Nathaniel Marsh.
 First District—New Brighton, Staten Island.
 Second District—Stapleton, Staten Island.
 Secretary to the Board, Thomas D. Osborn, West Eighth
 Street, Coney Island.

MUNICIPAL COURTS.

Borough of Manhattan.

First District—Third, Fifth and Eighth Wards, and all
 that part of the first Ward lying West of Broadway and
 Whitehall Street, including Governor's Island, Bedloe's
 Island, Ellis Island and the Oyster Islands. New Court
 House, No. 128 Prince Street, corner of Wooster Street.

Daniel E. Finn, Justice. Frank L. Bacon, Clerk.

Second District—Second, Fourth, Sixth and Fourteenth
 Wards, and all that portion of the First Ward lying south
 and east of Broadway and Whitehall Street. Court room
 corner of Grand and Centre Streets.

Herman Bolte, Justice. Francis Mangin, Clerk.

Court opens daily at 10 A. M., and remains open until
 daily calendar is disposed of and close of the daily business,
 except on Sundays and legal holidays.

Third District—Ninth and Fifteenth Wards. Court term,
 southwest corner Sixth Avenue and West Tenth Street.
 Court open daily (Sundays and legal holidays excepted)
 from 9 A. M. to 4 P. M.

Wm. F. Moore, Justice. Daniel Williams, Clerk.

Fourth District—Tenth and Seventeenth Wards. Court
 room, No. 30 First Street, corner Second Avenue. Court
 opens 9 A. M. daily, and remains open to close of business.

George F. Roesch, Justice. John E. Lynch, Clerk.

Fifth District—Seventh, Eleventh and Thirteenth Wards.
 Court room, No. 154 Clinton Street.

Benjamin Hoffman, Justice. Thomas Fitzpatrick, Clerk.

Sixth District—Eighteenth and Twenty-first Wards. Court
 room, northwest corner Twenty-third Street and Second
 Avenue. Court opens 9 A. M. daily, and continues open
 to close of business.

Daniel F. Martin, Justice. Abram Bernard, Clerk.

Seventh District—Nineteenth Ward. Court room, No. 151 East Fifty-seventh Street. Court opens every morning at 9 o'clock (except Sundays and legal holidays), and continues open to close of business.

Herman Joseph, Justice. Patrick McDavitt, Clerk.

Eighth District—Sixteenth and Twentieth Wards. Court Room, northwest corner of Twenty-third Street and Eighth Avenue. Court opens at 10 A. M. and continues open to close of business.

Joseph H. Stiner, Justice. Thomas Costigan, Clerk.

Ninth District—Twelfth Ward, except that portion thereof which lies west of the centre line of Lenox or Sixth Avenue, and of the Harlem River north of the terminus of Lenox Avenue. Court room, No. 170 East 121st Street, southeast corner of Sylvan Place. Court opens every morning at 9 o'clock (except Sundays and legal holidays), and continues open to close of business.

Joseph P. Fallon, Justice. William J. Kennedy, Clerk.

Tenth District—Twenty-second Ward and all that portion of the Twelfth Ward which is bounded on the north by the centre line of 110th Street, on the south by the centre line of Eighty-sixth Street, on the east by the centre line of Sixth Avenue, and on the west by the North River. Court room, No. 314 West Fifty-fourth Street. Court opens daily (Sundays and legal holidays excepted) from 9 A. M. to 4 P. M.

Thomas E. Murray, Justice. Hugh Grant, Clerk.

Eleventh District—That portion of the Twelfth Ward which lies north of the center line of West 110th Street and west of the center line of Lenox or Sixth Avenue, and of the Harlem River north of the terminus of Lenox or Sixth Avenue. Court room, corner of 126th Street and Columbus Avenue. Court opens daily (Sundays and legal holidays excepted) from 10 A. M. to 4 P. M.

Francis J. Worcester, Justice. Heman B. Wilson, Clerk.

Borough of the Bronx.

First District—All that part of the Twenty-fourth Ward which was annexed to the City and County of New York by Chapter 1034 of the Laws of 1895, comprising all of the late town of Westchester and part of the towns of Eastchester and Pelham, including the villages of Wakefield and Williamsbridge. Court room, Town Hall, Main Street, Westchester village. Court opens daily (Sundays and legal holidays excepted) from 9 A. M. to 4 P. M. Trial of causes are Tuesday and Friday of each week.

William W. Penfield, Justice. John N. Stewart, Clerk.

Second District—Twenty-third and Twenty-fourth Wards. Court room, corner of Third Avenue and 158th Street. Office hours from 9 A. M. to 4 P. M. Court opens at 10 A. M.

John M. Tierney, Justice. Howard Spear, Clerk.

Borough of Brooklyn.

First District—Comprising First, Second, Third, Fourth, Fifth, Sixth, Tenth and Twelfth Wards of the Borough of Brooklyn. Court House, northwest corner State and Court Streets.

John J. Walsh, Justice. Edward Moran, Clerk.

Second District—Seventh, Eighth, Ninth, Eleventh, Twen-

tleth, Twenty-first, Twenty-second and Twenty-third Wards. Court room located at No. 794 Broadway, Brooklyn.

Gerard B. Van Wart, Justice. William H. Allen, Clerk.

Third District—Includes the Thirteenth, Fourteenth, Fifteenth, Sixteenth, Seventeenth, Eighteenth and Nineteenth Wards. Court House, Nos. 6 and 8 Lee Avenue, Brooklyn. Court opens at 10 o'clock.

William J. Lynch, Justice. John W. Carpenter, Clerk.

Fourth District—Twenty-fourth, Twenty-fifth, Twenty-sixth, Twenty-seventh and Twenty-eighth Wards. Court room, No. 14 Howard Avenue.

Thomas H. Williams, Justice. Herman Gohlinghorst, Clerk.

Fifth District—Twenty-ninth, Thirtieth, Thirty-first and Thirty-second Wards. Court room Bath Avenue and Bay Twenty-second Street, Bath Beach.

Cornelius Ferguson, Justice. Jeremiah J. O'Leary, Clerk.

Borough of Queens.

First District—First Ward (all of Long Island City, formerly composing five wards). Court room, Queens County Court House (located temporarily).

Thomas C. Kadlen, Justice. Thomas F. Kennedy, Clerk.

Second District—Second and Third Wards, which includes the territory of the late towns of Newtown and Flushing. Court room in Court House of late town of Newtown, corner of Broadway and Court Street, Elmhurst, New York. P. O. address, Elmhurst, New York.

William Rasquin, Jr., Justice. Henry Walter, Jr., Clerk.

Third District—James F. McLaughlin, Justice; George W. Damon, Clerk.

Court House, Town Hall, Jamaica.

Court held on Mondays, Wednesdays and Fridays at 10 A. M.

Borough of Richmond.

First District—First and Third Wards (towns of Castleton and Northfield). Court room, former Village Hall, Lafayette Avenue and Second Street, New Brighton.

John J. Kenney, Justice. Francis F. Leman, Clerk.

Court held week days, except Saturday, from 10 A. M.

Second District—Second, Fourth and Fifth Wards (towns of Middletown, Southfield and Westfield). Court room, former Edgewater Village Hall, Stapleton.

George W. Stake, Justice. Peter Tiernan, Clerk.

Court held each day from 10 A. M., and continues until close of business.

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and Bureau of Printing, Stationery and Blank Books.
No. 2 City Hall. Philip Cowen, Supervisor.

THE BOARD OF ALDERMEN.

Meetings held in the Aldermanic Chamber, City Hall.
Charles V. Fornes, President of the Board.

P. J. Scully, City Clerk.

THE BOARD OF ALDERMEN AND LOCAL IMPROVEMENT BOARDS.

The number of the district from which the Alderman is elected precedes his name. The letter following his name denotes the party that elected him—Democratic, Fusion, or Republican.

MANHATTAN.

BOWLING GREEN.

1. Michael Kennedy, D., 576 Broome St.
2. Thomas F. Foley, D., 112 Centre St.
4. Isaac Marks, D., 235 Madison St.

BOWERY.

6. Timothy P. Sullivan, D., 33 7th St.
8. Max J. Porges, D., 36 Rivington St.
10. L. W. Harburger, D., 66 2d Ave.

CORLEAR'S HOOK.

12. James J. Devlin, D., 2 Mangin St.
14. John J. Haggerty, D., 649 E. 11th St.
16. John H. Donohue, D., 398 E. 10th St.

GREENWICH.

3. Patrick Higgins, D., 103 Leroy St.
5. Charles P. Howland, F., 14 W. 9th St.
7. Charles W. Culkin, D., 21 Bethune St.

KIP'S BAY.

18. James E. Gaffney, D., 337 2d Ave.
20. William Whitaker, F., 312 E. 37th St.
23. Thomas F. Baldwin, D., 847 2d Ave.

MURRAY HILL.

27. Herbert Parsons, F., 112 E. 35th St.
29. Joseph Oatman, F., 714 7th Ave.
31. Franklin B. Ware, F., 1285 Madison Ave.

CHELSEA.

9. Frank L. Dowling, F., 257 9th Ave.
11. Reginald S. Doull, D., 345 W. 31st St.
13. Charles Metzger, D., 353 W. 42d St.

HUDSON.

15. Frederick Richter, D., 460 W. 50th St.
17. John J. Twomey, D., 425 W. 50th St.

YORKVILLE.

26. John V. Coggey, D., 225 E. 57th St.
30. John T. McCall, D., 155 E. 78th St.

RIVERSIDE.

19. David M. Holmes, F., 101 W. 81st St.
21. Armitage Mathews, F., 335 Central Park West.
22. Samuel H. Jones, F., 68 W. 106th St.

WASHINGTON HEIGHTS.

24. John L. Florence, F., 380 W. 125th St.
25. John C. Klett, F., 560 W. 170th St.
33. Elias Goodman, F., 201 W. 120th St.
34. James C. Meyers, F., 171 W. 126th St.
36. Thomas F. McCaul, D., 106 E. 116th St.

HARLEM.

28. Patrick Chambers, D., 1394 Avenue A.
32. John A. Schappert, D., 524 E. 89th St.
35. John J. Dietz, D., 150 E. 97th St.
37. James Owens, D., 227 E. 124th St.

BRONX.

MORRISANIA.

- 38. John L. Goldwater, F., 2671 3d Ave.
- 39. P. Harnischfeger, D., 1358 Washington Ave.
- 40. Jacob Leitner, F., 3850 Third Ave.
- 41. William D. Peck, F., 182d St. and Sedgwick Ave.
- 42. Frederick W. Longfellow, F., Delafield Lane, Riverdale.

CHESTER.

- 43. Frank Gass, D., Avenue B, between 10th and 11th Sts., Unionport, Westchester.
- 44. John Behmann, F., 62 Park Ave., Williamsbridge.

BROOKLYN.

HEIGHTS.

- 45. Robert F. Downing, F., 201 Dean St.
- 46. James J. Bridges, D., 283 Front St.
- 47. Moses J. Wafer, D., 319 Clinton St.

BEDFORD.

- 48. David S. Stewart, R., 407 Lafayette Ave.
- 49. Peter Holler, F., 150 Broadway.
- 50. John Diemer, F., 36 Hopkins St.

BAY RIDGE.

- 51. Patrick H. Malone, F., 208 26th St.
- 52. Frederick Lundy, F., Voorhees Ave., near 23d St.

RED HOOK.

- 53. Francis P. Kenney, D., 402 Union St.
- 54. Andrew M. Gillen, D., 560 Clinton St.

PROSPECT HEIGHTS.

- 55. Webster R. Walkley, F., 578 Washington St.
- 56. Noah Tebbetts, F., 157 South Elliott Pl.
- 57. Ernest A. Seebeck, Jr., F., 366 7th St.

WILLIAMSBURGH.

- 58. William Dickinson, F., 295 Graham Ave.
- 59. Patrick S. Keely, D., 79 Berry St.
- 60. Frederick Brenner, D., 336 Cook St.

FLATBUSH.

- 61. William Wentz, F., 274 Bainbridge St.
- 62. John Wirth, F., 47 Bainbridge St.
- 63. James M. McInnes, F., 1387 Pacific St.

BUSHWICK

- 64. Joseph A. Bill, 45 Orient Ave.
- 65. Frank Bennett, R., 1362 Bushwick Ave.
- 66. Charles A. Alt, F., 282 Wyona St.

QUEENS.

NEWTOWN DISTRICT.

- 67. Nicholas Nehrbauser, D., 712 9th Ave., Long Island City.
- 68. John E. McCarthy, D., Washington Ave., Laurel Hill.

JAMAICA DISTRICT.

- 69. William T. James, F., 120 Jamaica Ave., Flushing.
- 70. Henry Willett, R., Leffert and Stewart Aves., Richmond Hill.

RICHMOND.

STATEN ISLAND DISTRICT.

- 71. Joseph H. Maloy, F., Post and Greenleaf Aves., West Brighton.
- 72. John D. Gillies, D., New Dorp.
- 73. Cornelius A. Shea, F., Amboy Road, Pleasant Plains.

The League for Political Education

23 West 44th Street, New York City

Organized, November, 1894

The League for Political Education is a non-partisan, non-sectarian association of men and women in New York City.

The object of the League is to promote the study of social and political science, and to carry on work for civic betterment.

The League Rooms are open on weekdays, except on legal holidays, from 9 a.m. to 5 p.m. (Saturdays, 9 a.m. to 1 p.m.), from October 1st to June 1st. Telephone, 1777—38th Street.

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Men's Department of the League for Political Education

Organized, February, 1902

President, ROBERT ERSKINE ELY

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OBJECT

The Men's Department of the League for Political Education, like the League itself, is non-partisan and non-sectarian. Its object is to promote good citizenship among men.

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Further information concerning the Men's Department may be obtained by applying to the Secretary, League for Political Education, 23 West 44th Street, New York.

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By ROBERT ERSKINE ELY. 4 pages.

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